

Project Manager

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Company: Fuzu

Location: Nigeria

Category: business-and-financial-operations

Job Summary

Contract Type:

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Qualifications

Candidates should possess relevant qualifications and work experience.

Responsibilities

Accountable for day-to-day delivery of all project management tasks.

Develop the client brief and Project Execution Plans to suit the specific requirements of the project.

Manage design teams in the development of design solutions to meet the client's expectations and budget.

Fully manage and handle local government approvals process with consultants and Contractors

Administer complex contracts, proactively managing and confirming the compliance of contractors/consultants to the contract terms and conditions.

Assist with the compilation of tender documents and critically reviewing tender returns, contract negotiations, award of contracts and client reporting.

Develop project documentation, programs, master budget with cost management support.

Produce reports to suit relevant stages of the projects.

Deliver projects within the framework of risk, sustainability and environmental considerations agreed at the business case/client brief stage, while maintaining focus on time, cost and quality.

Monitor and report on the contractor's progress against the contract program.

Manage consultant teams to ensure that the contractor's design is done in compliance with the contract.

Manage consultant teams to ensure that the built product is compliant with the contract.

Collaborate and manage client expectation.

Steer and manage the schedules and budget and change orders, that are client or contractor driven.

Travel as necessary for the delivery assurance of the projects.

Strongly own the Project management tools (Adaptive work) for assigned projects and manage these platforms completeness and accuracy .

Awareness of MS projects is a Plus.

Any Project Management certification is an added value.

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