



The Sports Company of Trinidad and Tobago Ltd.

Career Opportunity

PROJECT MANAGER

Department: Projects
Reports to: Head, Projects

Job Summary

The incumbent is responsible for the supervision of a wide range of projects from start to finish, ensuring that projects are completed within time and budgetary constraints. He/she will organise and oversee adherence to procedures and ensure the efficient use of resources, control cost and quality of projects.

Duties and Responsibilities

- Collaborate with engineers to determine project specifications
- Undertake contract negotiation with external vendors and maintain solid relationships
- Plan all construction operations and schedule intermediate phases to ensure deadlines will be met
- Evaluate project progress and prepare detailed reports
- Ensure that all projects are delivered on time, within scope and budget
- Monitor all phases of the project cycle and report to the Head Projects on the progress and or possible delays
- Develop a detailed project plan to monitor and track progress
- Consult with stakeholders to monitor progress, including worker productivity and compliance with safety best practices
- Manage changes to the project scope, project schedule and project costs using the appropriate verification technique
- Perform the necessary risk management to mitigate against project risks
- Schedule and engage in regular site visits to monitor progress inclusive of lag times and make appropriate recommendations
- Track project performance, specifically to analyse the successful completion of short and long-term projects
- Undertake post evaluation of completed projects
- Conduct all duties in conformance with Health, Safety, Security and Environment requirements
- Perform other related duties as required



National Cycling Velodrome,
Off Couva Main Road,
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Tel: (868) 225-4886
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Minimum Qualifications and Experience

- Training as evidenced by possession of a recognized University Degree in Mechanical, Design, Civil or Construction Engineering or Project Management
- Training as evidenced by Certification in Project Management such as PMI/PMP
- A minimum of six (6) years' experience in managing medium scale to large scale projects preferably in the sporting and/or construction field

Or any equivalent combination of qualification and experience

Competencies

- Working knowledge of Project Management Techniques, principles and practices with an emphasis on project planning and analysis
- Excellent Leadership and Negotiation skills
- Detail oriented, excellent organizational skills, quality focused
- Excellent financial and risk management skills
- Exhibit strong judgment, problem-solving and decision-making skills
- Excellent project writing, appraisal, monitoring and evaluation skills
- Proficient in the use of Microsoft Office Suite

All applications with full resumes should be sent to:
The Human Resource Department
The Sports Company of Trinidad and Tobago Ltd.
National Cycling Velodrome
Off Couva Main Road, Balmain
Couva

Or via email to: recruitment@sportt-tt.com
Subject: Position Title

Deadline for submission of applications: Friday 1 June 2018

We thank all applicants for your interest. However, only shortlisted applicants will be contacted.

www.sportt-tt.com

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