



Job Advertisement – Construction Manager

The African Institute for Mathematical Sciences (AIMS, www.aims.ac.za) is an innovative post-graduate centre for education, research and outreach which has achieved global recognition since opening its first centre in South Africa in 2003. AIMS offers a number of educational programs highlighted by its 10-month postgraduate Diploma in Mathematical Sciences, which provides an intensive and broad education to over 50 top African students each year, and prepares them for leadership careers in academia, governance and industry.

Based on the success of the first AIMS centre, the AIMS Next Einstein Initiative (AIMS-NEI, www.nexteinstein.org) was launched with the mission of enabling Africa's brightest students to flourish as independent thinkers, problem solvers and innovators capable of propelling Africa's future scientific, educational and economic self-sufficiency. As part of this network, AIMS-Ghana has been created and is establishing itself at Saltpond in preparation for accepting its first batch of students in the 2012-13 academic year.

AIMS-Ghana is seeking a **construction manager** to oversee the construction of facilities at Saltpond.

Responsibilities:

- Planning
 - Plan the project in order to accomplish its goals within constraints such as time, cost and quality standards
 - Schedule tasks, deadlines and milestones for all stakeholders and resources. Create Gantt charts in MS Project / create detailed charts of milestones for all parties
 - Identify schedule uncertainties and risks for both the stakeholders and Contractors. Develop schedule contingency plans
 - Assist in the finalization of building design with the selected architecture firm
 - Assist in the selection of contractor including managing the tendering process
 - Work with management team, architects and contractors to finalize the building design, identifying cost savings and efficiencies where possible
 - Secure building permit and other documentation required before starting construction
- Day to Day Management
 - Oversee the project on a day to day basis while on-site. Ensure that contractors are working according to schedule, plan and budget.
 - Perform a key role in project planning, budgeting, and identification of resources needed
 - Oversee and maintain project accounting functions including managing the project budget, schedules and quality control to minimize risks
 - Coordinate long term deliverables to ensure materials are available when required
 - Efficiently and competently manage problems; when things go off track (due to change / additional scope of work or missed deadlines etc) bring them back on track or create a new schedule with the assistance of the AIMS-Ghana management
 - Secure permits and approvals from local authorities as required, planning ahead to ensure that work is not delayed

- Approve payments to Contractors, ensuring the work was done to specification before payment
- Understand and review the requirements of the project and ensure the work proceeds as per drawings and specifications
- Constantly monitor and report on the progress of the project to all stakeholders
- Maintain and constantly look to improve the construction process
- Ensure project documentation is complete, current and stored appropriately
- Schedule site inspections by the Architectural and Engineering Services Limited (AESL) to ensure the work completed is to the standards of the Republic of Ghana.
- Evaluation and Reporting
 - Track and report progress
 - Conduct and record minutes of bi-weekly Contractor's meetings
 - Provide monthly reports to the AIMS-Ghana management or stakeholders including but not limited to: schedule updates and tracking, critical path schedule updates and tracking, cash-flow schedule with actual costs, manpower schedule with actuals, Change Orders, procurement updates, monthly Contractor billing with back up, provide potential risks and proposed action plan to resolve or reduce risk
- Reporting
 - Work directly with and reporting to AIMS-Ghana Director
 - Working with technical support at Perimeter Institute (Canada)
 - Working with support at AIMS-NEI secretariat in Cape Town

Requirements

- Minimum 5 years experience in the construction or Design field, with at least 3 years as a construction supervisor/foreman
- Minimum 3 years Project Manager experience
- A minimum of a BSc in the construction industry (Architecture, Building Technology, Quantity Surveying or Civil Engineering). Extensive relevant experience will be considered in lieu of the required degree
- Knowledge and ability to work with the following tools; Windows / MS Office / MS Project / Outlook / Excel / Word
- Ability to motivate team to work together and in an efficient manner
- Problem solving skills
- Excellent communication skills
- Good understanding of the Ghanaian construction industry

Duty Station:

- Saltpond, Central Region, Ghana

Remuneration

- AIMS-Ghana is a member of an international network of scientific centres of excellence. The atmosphere and colleagues will be international, highly-motivated and offer outstanding growth opportunities.
- Salary and benefits will be competitive and will be commensurate with experience and qualifications.

AIMS-Ghana is an equal opportunity employer. Applications from women are especially encouraged.

Applications

To apply, send a letter of motivation along with a CV and the names and contact details of three referees to neamponsah@nexteinstein.org or by post to

AIMS-Ghana Construction Manager Search

c/o Nana Efua Amponsah

AIMS-Ghana

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The closing date for applications is Friday 10 June 2011. It is expected that the successful candidate will start from 1 July 2011.

For further information please visit <http://www.nexteinstein.org/ghana>