

# **MAJOR CAPITAL PROJECTS UNIT**

## **TERMS OF REFERENCE**

### **BACKGROUND**

*The Climate Resilience Execution Agency of Dominica (CREAD) is tasked with leading the thrust to make Dominica the first climate resilient nation in the world. It has a clear focus on identifying, prioritizing, developing, and implementing transformational resilient projects, that build strong communities, a sustainable economy, durable infrastructure and critical supporting systems to make Dominica more resilient. It operates at the highest levels of professionalism, integrity and efficiency, and works closely with key strategic and operational partners from the public, private and social sectors to deliver results. The Major Capital Projects Unit of CREAD is responsible for implementing major economic and social infrastructure projects assigned by the Government of Dominica.*

## **SENIOR CAPITAL PROJECTS MANAGER**

### **JOB DESCRIPTION**

#### **General Accountabilities:**

The Senior Capital Projects Manager (SCPM) reports to the Major Capital Projects Unit Coordinator/Lead, (MCPUC) and under the direction of the MCPUC, is accountable for the overall management of projects within the MCPUC. He/she will be responsible for: The direct supervision of the Capital Projects Managers; providing oversight for procurement on projects assigned; guiding the establishment and maintenance of suitable project management information systems; overseeing the preparation and submission of necessary reports; and establishing suitable monitoring indicators for the measurement of the work of the MCPUC.

#### **Specific Accountabilities:**

- a) Perform engineering duties in planning, and overseeing construction on assigned projects;
- b) Review and be aware of the financing conditions relating to the use by GOCD/CREAD of the funds approved for construction of capital projects assigned to MCPUC;
- c) In consultation with the MCPUC, and in conformity with funding conditions, plan and constantly review the allocation of GOCD resources for project activities to optimise the use of such resources and maximise GOCD's efficiency in meeting identified project outcomes;

- d) Ensure quality control of the MCPU's work by reviewing and processing related project documents, discussing problem areas, rendering advice to relevant project stakeholders;
- e) Assist in obtaining the necessary approval waivers and permits from other government agencies needed by contractors and consultants to carry out their responsibilities;
- f) Coordinate all procurement activities on assigned projects to ensure conformance with Procurement Guidelines of co-financing institutions;
- g) Monitor and supervise the work of contractors and consultants engaged by GOCD/CREAD in connection with assigned projects to ensure that services rendered are in accordance with the terms and conditions of their respective contracts;
- h) Prepare (where necessary) documents to support requests for disbursement of funds from institutions co-financing the project and technical and financial reports required by GOCD and the co-financiers;
- i) Monitor and supervise the work of consultants and contractors and ensure compliance with any conditions contained in loan contracts entered into between GOCD and co-financiers;
- j) Prepare such technical and progress reports as may be required by the MCPUC to carry out assessments of work completed or as specified by the financing institution's loan agreement with GOCD;
- k) Where necessary, maintain a site diary and keep site records according to standard supervision requirements or ensure that a diary, or diaries and such records are maintained;
- l) Monitor the project through all phases of construction, including carrying out on-site inspection and ensuring that established construction standards are adhered to;
- m) Analyse gender disaggregated data when preparing reports to take gender considerations into account;
- n) Where necessary, verify claims submitted by the consultants and contractors and perform such other duties as may be required to ensure successful completion of assigned projects;
- o) Assist in the review and development of operational guidelines and, standards for materials and contracts; and
- p) Supervise the work of MCPU's Capital Project Managers;
- q) Perform other related duties as may be assigned or requested.

**Qualifications and Experience:**

- The holder of the post must have a demonstrable track record of successes in the management of civil engineering projects.
- BSc. in Civil Engineering,
- An internationally recognized professional engineering registration, and be a Certified Project Management Professional (PMP),

- Minimum of 12 years total experience, eight years' experience in Project and/or Construction Management or Project Management, and four years managerial experience.
- Have expert knowledge in Contract Administration and FIDIC (and other internationally recognized) Forms of Contract.
- Specific experience with procurement procedures of multilateral lending agencies will also be an asset.

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