

1. Purpose of the Role

The Construction Project Manager is responsible for planning, coordinating and managing PAQ Construction's construction projects from commencement through successful completion. The role ensures each project is delivered within the approved scope, schedule, budget and quality requirements, while leading the project team, administering contracts, managing risk, and maintaining full compliance with the company's QMS and HSE requirements.

2. Position Overview

Item	Detail
Position Title	Construction Project Manager
Organisation	PAQ Construction
Department	Project Management
Reports To	Management
Leads	Engineers, quantity surveyors, planning staff, project officers, supervisors and site personnel

3. Key Responsibilities

The Construction Project Manager will be responsible for the following:

#	Area	Responsibility
01	Project Planning & Delivery	Plan, coordinate, and manage construction projects from commencement through successful completion, ensuring delivery within the approved scope, schedule, budget, and quality requirements.
02	Team Leadership	Lead and supervise project teams, including engineers, quantity surveyors, planning staff, project officers, supervisors, and site personnel to achieve project objectives.
03	Technical Review	Review project plans, work programmes, method statements, material submittals, procurement requirements, and other technical documentation.
04	Performance & Cost Control	Monitor project progress, costs, budgets, resource utilization, and cash flow, and take corrective action where required to maintain project performance.
05	Contract Administration	Administer construction contracts and manage variations, Extension of Time (EOT) claims, payment matters, and other contractual requirements.

#	Area	Responsibility
06	Stakeholder Coordination	Coordinate with clients, consultants, subcontractors, suppliers, utility providers, and relevant authorities to ensure smooth project execution.
07	Quality, HSE & Compliance	Ensure all project activities comply with the company's Quality Management System (QMS), Health, Safety and Environmental (HSE) requirements, applicable regulations, and company policies and procedures.
08	Risk Management	Identify and manage project risks, delays, contractual issues, and operational constraints, and implement appropriate mitigation measures.
09	Reporting & Escalation	Conduct and participate in project meetings, provide regular progress reports to Management, and ensure timely escalation of critical project matters.
10	Completion & Handover	Manage project completion, testing and commissioning, defect rectification, handover, and project close-out requirements.

4. Qualifications & Requirements

4.1 Education & Experience

Item	Detail
Education	Bachelor's Degree in Civil Engineering, Construction Management, or a related field.
Experience	Minimum 5 years of relevant construction experience, including experience in managing construction projects.

4.2 Knowledge & Technical Skills

- Strong knowledge of construction methods, project planning, contracts, cost control, and site management.
- Ability to read and interpret construction drawings, specifications, BOQs, and project schedules.
- Experience in managing project teams, subcontractors, suppliers, and consultants.
- Good understanding of quality, HSE, and construction regulatory requirements.
- Proficiency in MS Office and relevant project planning/management software.

4.3 Core Competencies

- Strong leadership, communication, coordination, and problem-solving skills.
- Ability to manage multiple priorities and work effectively under project deadlines.