

The National Infrastructure Development Company Limited (NIDCO) a Special Purpose State Enterprise established by the Government of the Republic of Trinidad and Tobago to manage the delivery of assigned infrastructure projects. NIDCO is inviting applications for the following position:

# PROGRAMME MANAGER

## Job Summary:

The Programme Manager is responsible for leading diverse project teams in the simultaneous delivery of successful programme/portfolio of projects.

## Working Relationships:

- Reports to the Vice President Engineering and Programme Management.
- Works closely with the President, other Project Managers, Attorneys, internal and external stakeholders.

## Key Duties and Responsibilities:

- Assists the Vice President Engineering and Programme Management in the establishment, monitoring and control of programmes and portfolio management techniques and procedures to ensure efficient and effective management of the company's infrastructural projects.
- Supervises Project Managers in the management of contractors and consultants.
- Assists in the development and execution of operational plans to support the Company's strategic and risk management objectives.
- Coordinates the evaluation processes with respect to contractor/consultant performance and the incorporation of these processes into the tender process.
- Mentors project managers and other technical staff to facilitate knowledge transfer and succession planning.
- Leads the development/update of budgets, work breakdowns, programme plans, communication plans and programme schedules.
- Researches and recommends programme management policies, principles, and practices.
- Coordinates, resolves, and assists in resolution of conflicts and other issues within and between programme teams and recommends/provides solutions.
- Resolves complex, controversial or unprecedented issues and problems, and demonstrates sound judgment by considering values, risks, impact and implications of actions throughout organization.
- Conducts site visits and confers with team members and other stakeholders to ensure work is executed in accordance with approved building standards, codes, specifications and health, safety and environmental requirements.
- Performs on-site management, supervises and co-ordinates the work activities of relevant employees of the Engineering Department.
- Assists as required in procurement management processes.
- Manages the Performance Management Systems for relevant employees.
- Develops and maintains effective working relationships with relevant stakeholders.
- Performs any other related duties and responsibilities consistent with the job title/position.

## Key Skills and Competencies

- Experienced team leader in management of simultaneous delivery of project/programme portfolio.
- An effective communicator with an ability to manage information flow whether it is technical, legal, administrative or interpersonal in nature.
- Ability to perform in a high pressure environment.
- Excellent knowledge of construction management, building standards, specifications and codes.
- Excellent project management and organizational skills.
- Excellent analytical and reasoning skills.
- Excellent communication skills (oral, written and interpersonal).
- Proficient in MS Office (Outlook, Word, Excel, PowerPoint and Project).

## Qualifications, Experience and Training

- Post Graduate Degree in Civil Engineering, Construction Project Management, Project Manager or project management, or related field.
- At least ten (10) years experience in project management/engineering (at least four (4) years at supervisory level).
- Equivalent combination of training and experience.