



African Christian University Available Position

Job title	<i>Construction Project Manager</i>
------------------	-------------------------------------

Job Description

The Construction Project Manager, as a member of the ACU administrative team, reports to the Executive Director (ED) and the ACU-USA Board Infrastructure Sub-committee Chairman (ISC). The Construction Project Manager (CPM) is responsible for leading ACU's construction projects approved by the Board of Directors and administered through the ISC and ED. The CPM will also be responsible for developing and maintaining active and productive relationships with all individuals associated with government, community, business and internal ACU relationships critical to the construction endeavors.

Duties and responsibilities

Networking

- Investigate, initiate and maintain relationships with individuals in the ACU stake holding churches or referred individuals or organizations supportive of any aspect of ACU's construction and developments
- Through these key contacts, initiate and develop relationships with relevant government, community, business and labor groups or individuals for future productive developments
- Accompany key contacts and networked resources to any meetings and/or work-related opportunities for expanded networking purposes
- Investigate, initiate and coordinate with the ISC and ED any potential individuals, businesses or organizations that might assist in the construction and development work of ACU

Board-level Relations

- Work with the ISC, the ED and other referred individuals to learn and understand the ACU vision and how the campus development plans correlate with that vision so that future development may always be in mind for project design and implementation
- Work closely with the ISC and ED to report any concerns, issues or problems related to construction projects and individuals involved in the construction work for best human relation practices in dealing uprightly with employees, contractors and sub-contractors
- Work closely with the Infrastructure Sub-committee and any construction related teams so that all advance preparations, planning, permit applications, materials purchasing, hiring, subcontractor coordination and scheduling, equipment supplies, and any other constructions preparations may be made in advance for efficient project oversight and coordination
- Assume responsibility for all construction project reports to the Board, those requested by the ED for donor reporting, and any reporting to other government or non-government agencies
- As requested, consult with appropriate administrative team members to provide direction in grant writing efforts related to raising funds for construction
- As needed, participate in budget planning, development and implementation

On-Site Requirements

- As the overseer for all construction projects, the CPM will be required to maintain full-time residency on the construction site at the ACU campus (housing and all acceptable amenities will be provided)
- All necessary meetings (weekly or as necessitated) with architects, engineers, contractors, subcontractors, community representatives, government agency representatives, supervisors, laborer representative, construction-related product retailers or manufacturers and any others deemed necessary will be scheduled and chaired by the CPM to assure that all involved parties are informed and adequately coordinated for optimal efficiency and transparency in labor dealings.
- Full responsibility will be taken for all on-site quality control of every aspect of the construction work. The standard for all work at ACU will be "excellence as unto the Lord." All contractors, sub-contractors, tradesmen and laborers at every level must be held responsible to see that their work meets that standard or be re-done to the CPM's satisfaction

Coordination of Work Effort with the Student Labor Program

- In conjunction with ACU's Student Labor Program (SLP), if students are involved in any aspect of the construction work, discipleship is always the first priority. In conjunction with the Director of the SLP

and the on-site SLP Discipler (SLPD), it must be directed that individuals doing labor with students conscientiously teach the students the necessary skills and incorporate the accompanying students in the labor. All standards must be monitored and upheld in coordination with the SLPD. In coordination with the SLPD, all discipleship opportunities should be forethought and advantageously utilized for optimal student development in the labor process. All introductory instruction and teaching for the purpose of discipleship should be planned and coordinated with the SLPD.

- SLP meetings should be coordinated and scheduled (weekly or as necessary) with the SLP and appropriate SLPD's to allow sufficient preparations for student involvement and planning of discipleship opportunities

Coordination of Work Effort with Visiting Work Teams

- Visiting work teams will periodically be assisting in construction work. In coordination with the administrative team members who will be coordinating these work teams, all necessary information regarding the expertise of visiting work team members should be gathered and preparations for their inclusion and work-related needs must be determined, planned and purchased on schedule.
- Their involvement should also be coordinated with the SLP and SLPD's for any student discipleship opportunities.
- Any SLPD's, subcontractors, tradesmen or laborers who could likewise be disciplined by members of visiting work teams should be coordinated into the planned labor of the visiting work teams.
- Assistance will be provided as necessary for the planning and logistics of these efforts.

Other Job-related Responsibilities

- As stated previously, all advance preparations for efficient project oversight and coordination will be the full responsibility of the CPM. Accountability will be taken by the CPM to delegate any necessary tasks to others, as appropriate, to assure that all tasks are completed on schedule (an assistant may help in communications under full oversight of the CPM)
- Oversee any necessary record-keeping of projects for best-standard reporting purposes in reporting to the ACU Board of Directors, the ED, any government agencies, community groups and funding agencies
- As discipleship is always priority in all aspects of ACU programs, if possible, incorporating an associate who can be mentored in the work of the CPM should be sought with the necessary approval through the ED, Director of the SLP and the Human Relations Department.

Qualifications

- Adherence to the doctrinal distinctives affirmed by ACU
- Minimum of a Bachelor's degree preferred
- A minimum of 5 years professional project management experience, preferably in Africa
- Work well both independently in self-managed situations and in maintaining productive working relationships at board level, with stakeholders, government offices and agents, contractors, subcontractors, sellers, tradesmen, laborers, students and volunteer work teams.
- Excellent verbal and written communication skills
- Ability to work as a leader and as part of a team