

Terms of Reference

Position:	Project Manager (Expatriate)
Duration of Engagement:	12 months min.
Type of Engagement:	Permanent – Full Time
Job Level:	PM - 2
Reports to:	Operations Manager & Managing Director
Location:	Port Moresby, Papua New Guinea

Background

Planpac Group ("Planpac") is a multi-skilled consulting firm registered with IPA for operations in Papua New Guinea and Australia. The company has vast expertise in civic design, project management, and industrial design in the construction industry. Operating within Australia and internationally, the project design and construction team are dedicated to bringing their 35 years of experience and knowledge to deliver innovative design briefs, interpret design concepts, and project manage construction projects from inception through to completion. Planpac have successfully delivered on a variety of projects in the health, commercial and international aid sectors.

Planpac operates strategically located offices in Papua New Guinea, with offices located in key infrastructure and development areas such as Port Moresby, the nation's capital, Kokopo – East New Britain Province, Arawa – Bougainville Island and Tari – Hela Province in the Highlands. The PNG company is further supported in terms of resourcing from our head office located in Townsville, Queensland Australia.

Planpac also maintains an affiliation with General Metal Structures ("GMS") in Shanghai, China to further demonstrate the company's ability to work collaboratively across borders to deliver excellence within the building and construction industry.

Planpac is committed to the continual expansion of the company's strengths across all sectors of infrastructure development with a stronger focus on the international aid market in the South Pacific.

Position Objective

To support the procurement, oversight, management and implementation of Planpac building infrastructure projects within Papua New Guinea. This support is inclusive of assisting the Planpac Team with capacity development and skills transfer to the local Papua New Guinean workforce.

Activities

1. Assist the Project Team and Operations Manager with coordination of internal resources and third parties' consultants/suppliers for the flawless execution of projects.
2. Provide quality verbal and written communication that is effective, clear and concise to the company Clients, Suppliers and Project Team.
3. Collaborate on projects with the company's associated international Architectural and Project Management company (Planpac Group Pty Ltd) and its team as required.

4. Ensure that all assigned projects and activities are delivered on-time, within scope, within budget and demonstrate value for money through the effective, efficient and economical use of company resources.
5. Develop project scopes, planning and objectives, involving all relevant stakeholders to ensure implementation and delivery are sound and achievable.
6. Assist with ensuring company resources availability and allocation.
7. Develop a detailed project plan to track and report on progress.
8. Use appropriate verification techniques to manage changes in project scope, schedule and costs plus ensuring these outcomes are reported on and undertake solution based outcomes.
9. Measure project performance using company systems, tools and industry standard techniques.
10. Undertake Client and Stakeholder Management, Quality Control and carry out spot staff checks to ensure total compliance. Report and escalate to company management as needed.
11. Perform risk management to minimize the company exposure any potential or unnecessary risks.
12. Establish and maintain good relationships with third parties' consultants and suppliers.
13. Create and maintain comprehensive project documentation using company systems/software and industry standard techniques.
14. Ensure the company's IBMS (Integrated Business Management System) policies and procedures are followed to meet the company's Quality, Environmental, Health and Safety Standards while also assisting other colleagues with compliance.

Selection Criteria:

Essential

1. Capacity development

Demonstrated experience in capacity development approaches and the ability to utilise a range of techniques to increase the confidence, skills and service delivery standards of colleagues, counterparts, and associated company.

2. Communication

High-level interpersonal skills, including verbal and written communication, and an excellent ability to develop and maintain results-focused client, consultant and stakeholder relationships. Excellent client-facing and internal communication skills.

3. Team work

Demonstrated ability to work effectively with others and contribute to sustainable outcomes including advocacy and the capacity to negotiate effective solutions. Solid organizational skills including attention to detail and multi-tasking skills.

4. Cultural sensitivity

Demonstrated ability to work sensitively in a complex cross cultural operating environment.

5. Change Management

Demonstrated experience in change management and in supporting both technical and administrative staff through organisational change.



6. Technical skills

Extensive relevant solid technical background and project management experience, with understanding or hands-on experience of Australian and International projects within the building and construction industry. In particular, demonstrated experience within Donor Funded International Development Aid would be highly regarded but not essential.

7. Qualifications

Tertiary qualifications relevant to the technical content of this position are required with a strong focus on but not limited to;

- Bachelor of Project Management
- Bachelor of Construction Management
- Bachelor of Architecture
- Bachelor of Building Design'
- Diploma of Project Management

Deliverables:

As defined in the employee's annual Work Plan as endorsed by the company Operations Manager or Managing Director.

Other Information:

Amendments to the position's Terms of Reference may be made during the period of the engagement as required.

All personnel must abide by Planpac's Code of Conduct and Policies including but not limited to Child Protection, Environmental and Resettlement safeguards, Gender Equality, and Disability.

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