### JOB ANNOUNCEMENT

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<th><strong>Job Title:</strong></th>
<th><strong>Posting Date:</strong></th>
<th><strong>Serial No.:</strong></th>
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<td>Project Manager</td>
<td>August 17, 2022</td>
<td>174-22</td>
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<th><strong>Department/Division:</strong></th>
<th><strong>Closing Date:</strong></th>
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<td>September 28, 2022</td>
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<th><strong>Type of Position:</strong></th>
<th><strong>Posting Type:</strong></th>
<th><strong>Pay Grade and Salary Range:</strong></th>
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<td>Permanent Employment</td>
<td>Employment Opportunity/Open to the Public</td>
<td>GS 13 / $18,340 - $48,760 p.a</td>
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### General Description:

The Project Manager inspects all phases of the construction of highways to ensure that construction methods, practices and materials conform to plans and specifications.

### Key Duties and Responsibilities:

- Plan the project by defining the scope in collaboration with senior management
- Develop a schedule for project completion, effectively allocating available resources to the activities
- Review project schedule with senior management and relevant staff affected by the project activities and modify as required
- Determine objectives and measures for project completion and evaluation
- Consult with the proper management to assure proper staffing for the project activities
- Manage project staff according to the established policies and practices of the organization
- Implement and execute the project according to the project plans and specifications
- Coordinate project activities with contractor to assure compliance with contract requirements
- Develop forms and records to document project activities
- Set up files to ensure that all project information is appropriately documented and secured
- Monitor the progress of the project and make adjustments as necessary to ensure successful completion of the project
- Establish a communication schedule with contractors, relevant internal staff in the organization on the progress of the project
- Review and inspect the quality of work completed with the project team on a regular basis to ensure meeting projects standards
- Establish controls for the project in proper documentation and administering
- Communicate with project teams, management and funding sources to assure execution of project
- Monitor, review and accept project plans, specifications, correspondences and expenditures
- Maintain proper documentation on all aspects of project
- Perform other related duties as assigned

*This is an Equal Employment Opportunity Employer*
Knowledge, Skills and Ability:

➢ Knowledge of Microsoft Office; Word and Excel
➢ Skills in being able to be a team player, building rapport, effective communicator, honest, good organizational skills and analytical
➢ Experience in highway constructions inspector or related field

Academic and Experience Requirements:

➢ Applicant must have a Master’s degree in related field from an accredited university plus two (2) years of work related experiences OR
➢ Bachelor’s degree plus four (4) years of work related experience, two (2) years of which at a supervisory capacity.
➢ Salary will commensurate with skills, educational background, and years of related experience.

Complete information concerning this vacancy may be obtained from the Personnel Division of the Department of Human Resources, or please contact the Recruitment unit at 633-4485/633-4000.

Fa’afoai tele,

Lynn Alaimalo-Pulou
Director, Department of Human Resources