



Project: Domestic Seaport Terminal (Port of Honiara)

Contract: Project Manager, (Term of reference)

Contract Period: 18 months

Port: Port of Honiara

Roles, Responsibilities and Expectation

The primary responsibilities of the Project Manager for the Honiara Domestic Sea Port Terminal is clearly spelt out as follows.

1. Planning of Construction

- a. Clearly define the project objective and communicates with the client (SIPA) given the construction time frame.
- b. The Construction time frame is 18 months at most within which the Domestic Terminal is successfully completed.
- c. Developed a comprehensive construction plan with milestone highlighted in various stages of the construction phases.
- d. Communicates the plan well to the contractors (project team) to better understand the objective and milestone in each phase to achieve within a specified time frame.
- e. Clearly defines the work scope and deliverables

2. Organizing the construction

- a. Securing of appropriate resources, equipment and contractors who have proven experience and capability that can successfully take on the project to completion within the approved time frame.
- b. Recruitment of contractors in consultation with SIPA management who has the final approval to endorse contractors upon recommendation and its satisfaction.
- c. Secure and negotiate contracts based on the scope and deliverables
- d. Assigned responsibilities and delegate authorities to contractors for various tasks with the understanding that they will accomplish the tasks within the time specified.
- e. Contractors to work as a team with each contractor having individuals as leaders and point of contact in each team.

- f. Collaborate with contractors, engineers and the SIPA management team or representative.

3. Controlling the Construction

- a. Tracking of actual work progress with the planned progress. If the actual progress falls behind the planned progress, the Project Manager to take immediate action.
- b. Consult with contractors and SIPA for appropriate corrective action. It is important that any potential problems be identified early on and measures taken.
- c. Conducts regular meetings and update the client (SIPA) with the work progress.
- d. The Project Manager to intervene and resolved issues before they become worse, either be construction matters or contractor grievances.

4. Leading the construction

The Project Manager

- a. To clearly define, the roles and responsibilities of each group of contractors and performance expectation.
- b. Foster collaboration and provide clear direction and priorities
- c. Promotes team participation in problem solving and promptly resolves issues and matters that may have a direct impact to the progress and the effectiveness of the construction team.
- d. Ensures effective **Quality Control** in the construction phases to comply with the approved Structural Design Specification and the local Authority Building Standards.
- e. Health and Safety at the construction site is of paramount importance and must not be neglected or taken lightly. Measures must be taken on site ensuring contractors and workers on site can conduct their work safely.

5. Progressive Reporting and Communication

The Project Manager to continually produce a progressive report to the SIPA Management on the progress of the construction in various project phases and stages in accomplishing the project within the time frame period 18 months.

6. Signing off Project Stages and Phases

All project phases or milestone to be signed off upon site verification ensuring that any building noncompliance matters are rectified at each stage.