

**Job Opportunity**  
**Site Manager**

**Job title:** Site Manager  
**Reports to:** Construction Manager  
**Job purpose:** Under the supervision of the Construction Manager, the Site Manager provides technical expertise to smoothen the planning and implementation of the assigned construction project with support from other colleagues and management.

**Key responsibilities**

The Site Manager shall:

- ▶ Prepare timely estimates of materials and labour for the site in forms of schedules that shall be used to track the project performance.
- ▶ Assist the Construction Manager prepare monthly cash flow projections for the project as per the work program.
- ▶ Assist the Construction Manager in preparing monthly cost reports for the project and clearly justifying the reasons for any overruns.
- ▶ Keep track of construction work programme while taking note of changes and reporting them to the Construction Manager.
- ▶ Liaise with the Site Engineer to ensure the project is delivered within the planned budget and time without compromising on quality.
- ▶ Track changes to the design and make timely reporting of such changes.
- ▶ Procure and manage sub-contractors on site by preparing their agreements, measuring their work done on site and preparing timely payment certificates.
- ▶ Assist the Procurement Manager to identify suppliers and have planned materials ordered on time for proper planning.
- ▶ Prepare weekly and monthly reports for site which shall include but not limited to; progress reports, cost reports, materials reports and any others as and when deemed necessary.
- ▶ Manage day-to-day site operations including the welfare of the staff.
- ▶ Checking and documenting quality control procedures.
- ▶ Inspect and review projects to monitor compliance with both local and international building standards, regulations and laws.
- ▶ Inspect, promote and maintain health and safety, including conducting site inspections and toolbox meetings to ensure health and safety standards, regulations and laws are being followed;
- ▶ Interpret and explain contract drawings, specifications, bills of quantities and contractual requirements to Site Engineer and sub-contractors.
- ▶ Check material deliveries to ensure compliance with specifications.
- ▶ Manage and oversee the building permits, quality of materials and workmanship, sub-contractors contracts as well as construction contracts.
- ▶ Keep track of all material tests that have been done on site and report accordingly.
- ▶ Keep record of site correspondences including all requests for information and checklists.
- ▶ Perform any other duties and tasks as requested.

### **Required qualifications, competencies, personal attributes and experience**

- ▶ University degree in Civil Engineering, Construction Management, Quantity Surveying/Building Economics, or related course from a recognised University or higher institution of learning.
- ▶ At least 1–3 years' experience in the construction sector with a Contractor.
- ▶ Good knowledge of MS Tools, AutoCAD and MS project.
- ▶ Flexibility to work in a dynamic, diverse and challenging environment.
- ▶ Ability to work independently.
- ▶ Demonstrated knowledge in contractual reporting and administration.
- ▶ Demonstrated knowledge on laws of contracts and conditions of agreements.
- ▶ Excellent leadership and an ability to motivate your team to ensure a high standard of work under tight deadlines.
- ▶ Excellent planning and organisational skills for writing and monitoring project plans and schedules and utilising time and resources effectively.
- ▶ Ability to clearly and accurately report project progress.
- ▶ Problem solving skills as well as resilience to overcome unexpected challenges during the construction process.
- ▶ An ability to make decisions under pressure so that the project can progress.
- ▶ Strong attention to detail for conducting site inspections and managing complex projects.
- ▶ Demonstrated knowledge and awareness of health and safety procedures and legislation to run a healthy and safe construction site.
- ▶ Great negotiation skills.

### **Terms of Employment**

The advertised role is for a one-year contract, with a probation period of six months.

The position is;

- ▶ Permanently based on one or several of our construction sites;
- ▶ Full-time (48 hours per week);
- ▶ 21 days annual leave;
- ▶ Health insurance.

We offer a locally competitive salary package as well as excellent opportunities for professional growth.

### **Is this you?**

If you think your profile matches most or all of the criteria described above, and if the prospect of being part of a growing team of idealistic and collaborative building designers and builders interests you, then we look forward to hearing from you.

Please send your CV together with a short motivational statement to [opportunities@localworks.ug](mailto:opportunities@localworks.ug).