



Further Particulars

Project Officer (Level I)

CAMPUS PROJECTS OFFICE

Be part of a
Great West
Indian Tradition

The University of the West Indies (UWI) is a well-established independent university that serves 17 countries of the Commonwealth Caribbean: Anguilla, Antigua & Barbuda, The Bahamas, Barbados, Belize, Bermuda, The British Virgin Islands, The Cayman Islands, Dominica, Grenada, Jamaica, Montserrat, St. Kitts & Nevis, St. Lucia, St. Vincent & the Grenadines, Trinidad & Tobago, and the Turks & Caicos Islands.

An innovative, internationally competitive, contemporary university deeply rooted in the Caribbean, The UWI is an international university, in every respect, with links extending beyond the region to well over 100 universities worldwide.

As the number one Caribbean University, The UWI is internationally recognized as a centre of excellence in research, knowledge creation and innovation on matters related to the Caribbean and Small Island States. Our research capacity is an important asset and our research agenda addresses priority areas aligned to specific developmental needs of the Caribbean region that we serve.



OUR HISTORY

The UWI is the oldest, fully regional institution of higher learning in the Commonwealth Caribbean. The UWI began at the Mona Campus, Jamaica, in 1948 as a College of the University of London; and in 1962 achieved full university status. The St. Augustine Campus in Trinidad and Tobago was established in 1961 and in 1963 a third Campus was established at Cave Hill in Barbados. In 2008 the University established a fourth Campus – The Open Campus – to better manage and expand multi-mode delivery of its programmes.

OUR FACULTIES

The eight faculties of The UWI offer a wide range of Undergraduate, Master's and Doctoral programmes in Engineering, Food & Agriculture, Humanities & Education, Law, Medical Sciences, Science & Technology, Social Sciences and Sports. Several of these programmes are delivered through the distance mode.

Visit us online at www.uwi.edu to find out more about The UWI or www.sta.uwi.edu for more on the St. Augustine Campus. For the latest news, follow us on [Facebook](#), [Twitter](#), [Flickr](#), [YouTube](#) and [UWItv](#).



with various procurement phases and reports to the Campus Procurement Committee (CPC) and the Campus Finance & General Purposes Committee (F&GPC) as necessary on these activities.

Qualifications & Experience

The successful candidate must possess a B.Sc. in Civil Engineering with post-graduation experience and/or qualification in Project Management. Candidates must also possess:

- computer literacy with a working knowledge of Microsoft Office Suite, Microsoft Project and drawing software (e.g. AutoCAD)
- knowledge and work experience with the FIDIC (1999 or later) Conditions of Contract
- at least two (2) years in a similar position

Further consideration will be given to candidates possessing membership in a recognized institution or professional body.

Duties of the Appointee

The successful applicant will be responsible for the following duties:

- Assisting in the monitoring and management of construction works for the St Augustine Campus
- Providing assistance in all phases of the construction process from initiation to completion and handover
- Ensuring compliance of construction works with all statutory requirements, design drawings and specifications and the requirements of the users
- Preparing tender and construction documents including drawings, specifications and contract documents

The Campus Projects Office (CPO)

The Campus Projects Office is responsible for the management and implementation of Capital (Building and Engineering works) Projects on the STA Campus. The CPO manages projects from the initiation phase through planning, tendering, construction and close-out. The CPO when necessary, also hires design and other consultants to work on Capital Projects and monitors/manages the work of these consultants. The CPO is responsible for the management of the Campus's Public Sector Investment Programme (PSIP) and reports to Campus Management and the Ministry of Education – Tertiary Education Division on these Projects. The CPO also assists various Departments

- Working closely with the other Project Officers, Financial Manager and the Campus Architect
- Assisting in the overall management of all construction works on the St. Augustine Campus for which the CPO is responsible
- Assisting with the review of all design drawings and bidding documents with special emphasis on Civil and Structural components
- Ensuring that all Structural designs meet with the requirements of the relevant statutory bodies
- Preparing or assisting in preparing drawings and other documents to be used in inviting tenders on small projects
- Assisting in preparing and/or reviewing shortlists of contractors for bidding on construction projects
- Assisting in obtaining and reviewing information/clarifications to aid in the process of negotiation of contracts with architects, engineers and contractors in construction works on the St. Augustine Campus
- Preparing or assisting in preparing project and construction schedules for all projects
- Reviewing and commenting on schedules prepared by consultants and contractors
- Monitoring and updating schedules and report on possible areas of concern that could lead to delays
- Overseeing minor works including new construction, refurbishment and extensions of building and other works, from design stage to completion of construction
- Ensuring that buildings under construction conform to the designs as approved by the UWI as well as to relevant national building regulations and are also environmentally sound
- Monitoring and recording the execution of the works and the supervisory functions of the consultants
- Supervising Clerk of Works on projects, where necessary
- Recording details of all agreed variations to the construction contracts with particular emphasis on Architectural Building/Civil and Structural variations
- Analyzing and presenting to the Senior Project Officer, any request for changes to the approved designs, along with specific technical recommendations for appropriate decisions on the proposed changes

- Reviewing and assisting in the processing of certificates for payments related to construction projects
- Inspecting completed construction projects and preparing defects list for correction by contractors
- Monitoring the correction of defects during the defects liability period.
- Reviewing as-built drawings and maintenance manuals submitted by contractors
- Assisting in the effective hand-over of completed projects to the University
- Assisting in providing estimates for minor civil/structural works
- Assisting in the development of systems and procedures for effective monitoring and managing of the works Contractors and Consultants to ensure compliance with budget, time and quality requirements
- Preparing preliminary drawings for various civil and building works
- Preparing detail drawings for minor building and other works
- Assisting with the review and evaluation of prequalification and bidding documents submitted by contractors either for specific projects or for inclusion on the Campus' register of pre-qualified contractors
- Performing other related functions assigned by the Senior Project Officer of the CPO
- Providing periodic (monthly) reports of progress and cost performance of construction works developed from reports from the consultants, contractors and from site visits.
- Providing periodic (monthly) reports of progress and cost performance of any Goods and Services procurement activity that this officer is involved in.

Personal Attributes

The Department places high priority on individuals of integrity who can work well in a team and student friendly environment. Candidates should also possess good communication and interpersonal skills. A good command of both oral and written English is essential. Candidates must also be:

- Be proactive and motivated

REMUNERATION PACKAGE

ANNUAL SALARY RANGE:

Level I: Minimum: TT\$185,880
Maximum: TT\$232,836

BENEFITS:

- Transportation Allowance of TT\$3,250 per month;
- Housing allowance of 20% of basic salary
- Contributory Health Insurance - 50% (for appointments of at least one (1) year)
- UWI Group Life Insurance

*The Registry
St. Augustine
File # 67/66/2 I
2018 June
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