



Project and Construction Management

Vacancy Announcement for Project Manager

Symbio is a project management and construction company, which aspires to unleash cutting-edge construction project management techniques and approaches. Symbio is the first of a new generation of project management companies in Ethiopia partnering with local and international companies. We specialize in project and construction management of various projects viz, branded hotels, luxury apartments, brand offices, and embassies. Our services mainly encompass project management, construction management, value engineering, project auditing, and design management.

Currently, we are seeking an enthusiastic and energetic Project Manager (PM) for consultancy service who is keen to work in international project, park Inn Radisson Djibouti Hotel situated in Djibouti. The candidates are expected to knowhow, skill sets, and similar experience in project management.

Essential Duties and Responsibilities include the following:

- **Design Management-Design Stage**
 - Tracking design deliverables at every stage of design stages (concept/preliminary design (PD), schematic design(SD), design development(DD), and construction design documents(CD)).
 - Design reviewing of the various disciplines.
 - Design coordination of various disciplines.
 - Reviewing of hotel operator's standard and requirement.
 - Tracking of correspondences.
 - Tracking of design meetings.
 - Tracking of design changes

- **Project Management-Construction Stage**
 - Time Management: Schedule, comment, analyze, revise time schedule;
 - Cost Management: Closely monitor budgeted versus actual cost and continuously predict budget at completion;
 - Quality Management: Apply QC & QA continually and make sure project standards are met.
 - Manage Scope: Ensure the outputs, outcomes and deliverables are as per the project requirement by closely monitor changes, alternations, additions and omissions.
 - Manage Project Risks: Identify, analyze, and respond to risk of the project throughout its life time.



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- Stakeholder management: Manage expectation and requirements of both the internal and external stakeholders with special emphasis to the Client.
 - Manage Claim: Ensure identification, quantification, resolution and prevention of claims. The manager is expected to emphasize on claim prevention whenever and wherever possible.
 - Safety Management: Maintain national and/or project health and safety standards and continuously audits on project HSE,
 - Integration Management: identify, define, combine, unify, and coordinate the various processes and project management activities.
- **Meeting Management-Construction Stage**
 - Track meetings,
 - Send meeting invitation,
 - Send meeting reminders,
 - Attend project meetings,
 - Record meeting minutes.
 - **Document Analysis-Construction Stage**
 - Review, analyze and make recommendations on contractor's claims.
 - Review, analyze and make recommendations on BOQ and Cost Breakdowns.
 - Review, analyze, establish, and maintain shop drawings, working drawings, as-built, and submittals.
 - Analyze and recommend changes to contracts and prepare necessary amendments in contract document.
 - **Document Tracking-Construction Stage**
 - Initiate, prepare, review, track, post, and distribute Request for Information (RFI) and Variation Orders (VO);
 - Maintain organized and detailed construction files, project records and logs both in hard and softcopy on personal PC and online file management websites;
 - Ensuring project documentation is processed in timely manner and is retrievable;
 - Track, document, and manage project issues and conditions;
 - Track and process all contract payments including price adjustments & claim settlements;
 - Track daily project reports and daily project morning meetings;
 - Receive, prepare, review, process, forward, and track status of submittals;
 - Review and monitor contractor's submittals and/or documentation;



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- Maintain organized and detailed construction files, project records and logs both in hard and softcopy on *personal PC* and *online file management websites*.
- **Document Preparation-Construction Stage**
 - Prepare weekly and/or monthly project status reports;
 - Prepare final documents and closeout reports;
 - Prepare and respond letters and emails;
 - Maintain/oversee action lists;
 - Maintain/oversee document trackers;
- Other related duties as assigned by supervisors.

Minimum Qualifications:

- Education
 - B.Sc. and above in Civil Engineering, CoTeM, and other related fields.
 - Knowledge in construction materials, methods, and procedures.
 - Knowledge in contract documents, construction plans, and specifications.
 - Good communication (written and oral) and interpersonal skills.
- Work Experience
 - Minimum 8 years of relevant experience at least one of them above \$10 Million.
 - Ability to review and process compliance requirements for construction projects.
 - Ability to work independently with minimal supervision.

Skills & Qualifications:

- Strong team management and leadership skills;
- Problem-solving and conflict-resolution skills;
- Excellent written and verbal communication skills;
- Project management skills in all areas of Project Management Bodies of Knowledge (PMBOK) i.e. Core Functions (*Time, Cost, Quality, Scope Management*), Integration Management, Facilitating Functions (Procurement, Risk, People, Communication Management), and Construction Specific Functions (*Stakeholder, Safety, Claim, and Environment Management*).
- Strong client relationship management.
- Ability to learn and adapt fast.
- Proficiency in Microsoft Projects and AutoCAD.
- Proficiency in Microsoft Office with the ability to manipulate and edit data and create reports.



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- Proficiency in email communications and proficiency in MS Outlook.
- Excellent attention to details.
- Excellent understanding of Construction Documents, Specifications, Bill of Quantities (BOQ), and Contract Documents.
- Virtual & physical meeting management using Teams[®] and Zoom[®].
- Ability to work in remote and harsh environment.
- Experience in East Africa Regions and/or Gulf Countries is preferable and a plus.

We offer competitive salaries, and a wide range of benefits, including but not limited to the following:

- Health Insurance.
- Performance based quick salary increment.
- Bonus based on team project achievement.
- Paid short term trainings.
- Paid time off as per labor law.
- Paid public and religious holidays as per labor law.

How to Apply

Application should be made using pdf application form which can be downloaded from <https://symbioet.com/index.php/vacancies>. The application form should be filled and electronically submitted only through email info@symbioet.com. *No application is received in person or using other formats or scanned copy of the application.*

After the application is filtered, the candidate will be required to submit credentials education, experience testimonials, and trainings (but not CV).

Finally, the candidate might be also required to have interview and/or written exam.