

## JOB DESCRIPTION

<b>Department</b>	Technical & Projects
<b>Unit</b>	<b>Projects</b>
<b>Job Title</b>	<b>Senior Executive III (Projects)</b>
<b>Reports to:</b>	Head (Projects)
<b>Pay Grade:</b>	CLA 1 (Collective Agreement 2022 – 2026)
<b>Job Summary</b>	
<p>The Executive shall lead projects undertaken by INDIS Malta Ltd and be responsible for managing tasks and activities of personnel assigned to a project as well as manage third party contractors and service providers in line with contract conditions to ensure that the project is executed on time, within budget and to the required quality.</p>	
<b>Accountability and Responsibilities</b>	
<ul style="list-style-type: none"> <li>• Take ownership of assigned project/s from concept until completion as the Project Leader to ensure that INDIS meets its obligations for the timely delivery of projects.</li> <li>• Keeps a detailed project plan, defined scope of the project, understanding the project risks and ensuring other team members/external project management teams are keeping to the assigned tasks.</li> <li>• Maintain a continuous open dialogue with stakeholders, service providers and tenants to resolve issues to avoid escalation.</li> <li>• Process payments in line with Procurement regulations or any other payment requirements/systems and ensure to maintain all paper records in a systematic, efficient, and transparent manner in line with the conditions of contract.</li> <li>• Undertake regular site visits to check on progress of projects and ensure these are kept within approved designs, budgets, programme, and established quality criteria.</li> <li>• Ensure that all relevant health and safety regulations are followed and adhered to, at all stages of the project.</li> <li>• Ensure that projects undertaken by INDIS are carried out within the expected professional standards and meet the relevant laws and regulations related to planning, environment, health &amp; safety and other regulations outlined by INDIS or the relevant <i>regulatory authorities</i>.</li> <li>• <i>Attend project progress meetings.</i></li> <li>• <i>Develop the programme of works required to ensure that projects are executed on time and as planned.</i></li> <li>• Manage contracts of project supervisors (outsourced) and works to ensure that all conditions stipulated in the contracts are strictly adhered to.</li> <li>• Ensure that the documents on each project are kept on file (physical and electronically) in an orderly</li> </ul>	

and easy to retrieve manner.

- Manage the budget of each project assigned and ensure that costs are kept within the allocated funds.
- Coordinate people and processes to ensure that INDIS projects are delivered on time and produce the desired results.
- Work closely with Technical and Procurement Units to ensure that projects are implemented within the specified period.
- Delegate work and tasks effectively to other team members assigned on the project/s.
- Prepare and present Project Progress Report of each assigned project as may be required.
- Consult with, and escalate to, the Coordinator, Senior Coordinator, and/or the Executive Management any issues arising during project implementation to ensure that progress remains on track.
- Compile the Project Completion Report to analyse the data tracked through the project life cycle, highlight any shortcomings with regards to time, cost and quality and to propose ways to mitigate similar issues in future projects.
- Consult, coordinate, and communicate with other departments within INDIS as necessary to ensure proper execution of duties, to avoid miscommunication and duplication of work.
- Prepare presentations and reports and participates in meetings as required or as directed.
- May be assigned the role of Project Leader and/or Project Coordinator on Local and EU Project from time to time as directed by Company.
- Undertake any other duties as directed by the Coordinator, the Senior Coordinator, or the Executive Management.

#### **Working Conditions**

- Office based.
- Might be required to undertake evening or weekend work, if necessary, as well as early start time.
- Site visits both in Malta and Gozo is required.

#### **Self-Development**

- Pursue training in related technical areas as necessary to maintain a proficient understanding of the job.
- Seek new learning opportunities to improve on talent and abilities.

#### **Required Skills/Abilities**

- Communication skills.
- Written and verbal communications skills in Maltese and English.
- Organisational and planning skills.
- Attention to detail and accuracy.

- Ability to keep calm under pressure and handle challenges in a professional manner.
- Good people skills.
- In-depth knowledge of all aspects of a construction project.
- Evidence that applicant has managed EU Funded projects in construction from inception to completion.
- Driving license

#### Academics and requirements

The required candidate should have a solid background in Facilities Operations, Construction and or any related background which may be considered relevant for this post.

#### **AND**

An academic qualification in a relevant field of study at National Qualification Framework Level 6 or better, duly certified by the Malta Qualifications Recognition Information Centre (MQRIC) or a widely recognized professional qualification at a comparable level and shall have a minimum of two (2) years' relevant work experience in a similar role.

#### **OR**

An academic qualification in a relevant field of study at National Qualification Framework Level 5 or better, duly certified by the Malta Qualifications Recognition Information Centre (MQRIC) or a widely recognized professional qualification at a comparable level and shall have a minimum of six (6) years' relevant work experience in a similar role.

If the candidate does not have the necessary academic or professional qualifications but have at least ten (10) years of relevant experience in a similar role, the Company would still be interested in speaking with him/her.

#### Disclaimer

*This job description explains the general nature and level of work performed in this role. It is not intended to be an exhaustive list of all duties, skills, responsibilities, or knowledge. This job description is subject to change by Management as needed.*