

JOB TITLE Head of Project Development Division	Division Project Development (“PD”)
This Position Reports to <ul style="list-style-type: none"> • Chief Executive Officer (CEO); • Board of Directors (BOD) (if required); 	Positions Reporting to this Position: <ul style="list-style-type: none"> • Deputy Head of PD Division; • Head of Design Management Dept; • Head of QS & Procurement Dept; • Head of Project Management;
Summary of Duties <p>The management, supervision, coordination and monitoring of individual projects for design, cost & contract and construction of hospitality, residential and commercial properties. As well as interfacing with all third parties appointed by The Company, the incumbent will act as a coordinator/conduit within The Company to ensure the project(s) adequately addresses the requirements/objectives of the Company</p>	
General Scope <p>The incumbent’s current duties relate to the potential development projects in Vietnam, specifically a significant hospitality complex, mixed use commercial and residential complex.</p> <p>The incumbent will at times have a small staff reporting directly to him to assist in carrying out the project management duties, and as well will deal regularly with numerous persons representing consultants, contractors, suppliers and other staff of The Company</p>	
Job Descriptions <ul style="list-style-type: none"> • Participate in coordinating development of architectural, civil, structural, mechanical and electrical designs and recommendations, advising on systems and materials and making recommendations with respect to such items as constructability, sustainability, economics, availability of materials and labour, time requirements, performance criteria and costs. • The scope shall include managing with the Quantity Surveyor in preparation of detailed budget estimates during the preliminary design stage and comprehensive cost estimates before the calling of tenders. The incumbent shall monitor the financial effects of design decisions during the design development stage and advise if the cost estimate is likely to exceed budget allowance; • Prepare and maintain comprehensive project master schedules and monitor programmes against contractor’s progress schedules and the consultant’s design and tender programmes; • Review at regular intervals the plans and specifications with the Consultant Team and his colleagues to ensure that the design is proceeding in accordance with the design brief and the qualitative standards set down therein both from the user’s perspective and the long-term maintenance of the asset; • Review plans and specifications with the Consultants and make recommendations regarding the division of work for the purpose of tender and awarding of separate contracts. • Review construction tender documents and prepare tender lists to permit separate competitive tenders for appropriate segments of construction, conduct pre and post tender conferences with consultants, review proposals and assist with evaluation of recommendations for award of contracts; • Provide management and related services for the construction of the Project including coordination and general direction of the work and progress of the consultants, contractors and suppliers in order to ensure the most expeditious completion of the Project. Establish procedures for coordination among the consultants and contractors. • With the assistance of the QS review and process all applications by the various contractors for progress and final payments. Review all requests for scope changes (drawings and specifications) and submit recommendations before implementation. • Establish on site organization and lines of authority in all aspects of the Project. Call regular site meetings and take, transcribe and distribute to all parties the minutes of such meetings. • Keep records of the progress of the Project and submit weekly and monthly progress reports covering all aspects of the project. 	

<p>Essential Qualifications</p> <ul style="list-style-type: none"> • At least a Bachelor's Degree in Civil and Structural Engineering, Property Development/Real Estate Management, Others or equivalent. MBA is an advantage. • Certificate of Project Management with Vietnamese Construction Law Knowledge. • Complete Project management at least 5 projects • Advanced in AutoCAD, Microsoft office word, excel, power point and project. 	<p>Essential Attributes (Knowledge/skills requirements)</p> <ul style="list-style-type: none"> • Advanced English in spoken and written; • Organizational skills; Professional working style; • A spirit of high responsibility, absolute honesty and transparency in all works; • Organizational skills; • Effective communications skills; • Integrity, honesty, and high ethical standards; • Critical thinking and problem solving skills, planning and decision
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Approval

Accepted by

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Date