

QS & PROJECT MANAGEMENT OFFICER – LASER/QPM0/25

Job Title:	Project Management Officer
Directorate/Division:	LASER
Section/ Unit: laser	Project Management
Location:	Nairobi
Reports to:	Project Manager, Principal Project Management Officer
Direct Reports:	<ul style="list-style-type: none"> Project Manager
Job Grade:	N/A
Job purpose:	<p>This role is responsible for overseeing the financial and contractual aspects of construction projects while ensuring timely, cost-effective, and high-quality project delivery. You will manage budgets, contracts, timelines, and stakeholder communication from inception to completion. This role is responsible for making sure that the project runs smoothly and stays on schedule while updating on the progress of the project regularly to the senior management.</p>
Key duties and responsibilities:	<ol style="list-style-type: none"> 1. Prepare cost estimates, budgets, and tender documents. 2. Conduct cost analysis and value engineering exercises. 3. Manage project finances, including interim valuations and final accounts. 4. Monitor project expenditures and ensure cost control throughout the project lifecycle. 5. Assess and manage variations and change orders. 6. Advise on procurement strategy and negotiate with contractors and suppliers. 7. Prepare and evaluate contract documentation and legal agreements. 8. Conduct research on housing needs and evaluate market conditions for specific property projects. 9. Perform risk management analysis to reduce project risks 10. Create and maintain comprehensive project documentation for the unit. 11. Conduct financially feasible and within prescribed project 12. Conduct, deliver and monitoring project progress, tasks, and deliverables 13. Communicate with stakeholders regarding project needs and goals. 14. Contribute to the planning and development of property projects. 15. Assist in preparing comprehensive real estate due diligence on properties from land acquisition through entitlement and construction; create, review, and maintain all due diligence property documents and reports. 16. Prepare a detailed project management report and escalate to senior management as and when needed 17. Foster effective relationships internally and externally, including all third parties. 18. Conduct regular site visits and project meetings. 19. Ensure compliance with health & safety regulations and industry standards. 20. Assist in project planning, execution, and close-out. 21. Assist to Coordinate with architects, engineers, contractors, and clients to ensure project objectives are met. 22. Assist to monitor and control project schedules to meet deadlines. 23. Assist to manage risks, issues, and project constraints.

24. Provide progress reports to stakeholders and senior management. 25. Perform any other duties as may be assigned from time to time	
Knowledge, experience, and qualifications required	
Academic and Professional Qualifications/Memberships to professional bodies:	
1. Bachelor's Degree, in Quantity Surveying 2. Project Management Professional (PMP) certification is an added advantage	
Experience Required:	
1. At least 2 years (Post registration) relevant experience in a similar organization or function	
Role Competencies	
Technical Competencies:	Behavioural Competencies:
1. Registered Quantity Surveyor 2. Knowledge in construction management 3. Knowledge of construction projects & real estate 4. Knowledge of property services finance 5. Analytical aptitude 6. Knowledge of the design and construction	1. Attention to detail & strong focus on cost control and project delivery. 2. Ability to manage multiple projects simultaneously 3. Customer Focus 4. Cultivate Innovation 5. Nimble Learning 6. Collaborates 7. Technology Savvy 8. Professionalism, integrity & quality standards