

Terms and Conditions

Resident Project Manager for Dr A.G. Jeetoo Hospital

The Ministry of Health and Quality of Life is proceeding with the upgrading of Dr A. G. Jeetoo Hospital. Consultants for the project have already been appointed. The design and tender documentation phase will be completed around November 2008 and construction is expected to start in December 2008 and completed 30 months thereafter.

The Ministry now intends to appoint a Resident Project Manager who will take up the project at the point reached in the implementation schedule and to follow up on the construction phase thereafter.

Effective date of employment : Date of assumption of duty

Period : 2 years

Qualifications

The Resident Project Manager

- shall be a professional **Civil** Engineer/Quantity Surveyor or Architect with at least 15 years experience;
- should have at least 5 years of experience in the management of projects with at least one project of a value of not less than Rs 500 m; and
- Shall have an aptitude for good team leadership, easy communication, and good working relation with staff as well as officials and professionals from different background and authorities.

A post graduate degree in Project Management would be an advantage.

Duties

The duties of the Project Manager will include, but not necessarily be limited to the following:

- to be responsible to the Senior Chief Executive or any other Officer as expressly designated by her;
- responsible for the overall co-ordination of all activities related to the planning, preparation, implementation, supervision and monitoring of the project;
- liaison with the appropriate authorities and funding agencies, and informing them on matters concerning the execution of the project;
- liaison with the Senior Chief Executive of the Ministry of Health and Quality of Life to keep its senior management up to date on the progress of the project and obtaining their input and commitment to its implementation;
- development of detailed work plans and project implementation schedules and ensuring that they are approved by the Ministry's Project Monitoring Committee and adhered to;
- ensuring that the project budget is followed and that the project accounts are maintained to acceptable standards;
- preparation of regular progress reports for review by the Ministry;

- ensuring that project documents requiring review and approval are approved by the appropriate authorities;
- review all documents prepared by Consultants and seek approval at the Ministry and/or appropriate authorities;
- ensure that end users requirements are duly incorporated in Consultants drawings and documents for implementation;
- ensure signature of all contracts between parties concerned;
- on behalf of the Ministry, attend all meetings related to the project;
- assess and approve consultants claims and obtain approval of the Ministry for payment;
- review consultant's certificate of payment and recommend for payment thereof;
- control cost of the project and inform the Ministry of any deviation;
- ensure that all "As Built" drawings and operating and maintenance manuals, specifications have been handed over at practical completion.
- together with end users prepare list of defects/remedial works noted during the maintenance period and inform consultants/contractors for repairs accordingly;
- ensure that all guarantees/warranties are in place and advise the Ministry accordingly;

- together with consultants, participate in the settlement of claims of contractors and sub-contractors and seek approval of the Ministry;
- Check and approve final Accounts and recommend for payment.
- Ensure training of designated personnel on the operation of all equipment supplied and installed within the project.

Salary : A monthly salary of not less than Rs 42,500

Travelling Allowance for : If owner of a car, you will be granted a monthly travelling allowance of Rs 8,480 for both attending duty and for official travelling by own car

OR

A payment for mileage at the rate of Rs 5.00 per km in for mileage excess of 800 km together with a monthly car allowance of Rs 2,880 in case you perform official travelling during the month.

Duty Free Privilege Car (a) You will be eligible for 100% duty remission for the purchase of a car with engine capacity of up to 1500 c.c or a car of higher engine capacity not exceeding 2250 c.c provided:-

- (i) The difference in excise duty is made good by you;
- (ii) The quantum of duty exemption you would benefit from should not exceed the quantum you would have benefited, had you purchased a duty deferred car with an engine

capacity corresponding to your normal entitlement.

Or

- (b) You may opt for the payment of a monthly car allowance of Rs 3,000 in lieu thereof.
- (c) You will have to exercise the option of duty deferred facilities **or** a monthly car allowance in lieu thereof at the beginning of your contract. Once exercised, this option will be irrevocable for a period of five or seven years whichever is applicable.
- (d) You will be required to reimburse excise duty on pro-rata basis whenever your contract is terminated or expires or car is sold within four years as from date of purchase of the duty remitted car. The outstanding loan and (or) proportionate duty, if any, shall be reimbursed within a month or from the date the contract comes to expires or is terminated

Loan facilities

Loan facilities equivalent to a maximum of 18 months salary at 7.5% Interest rate per annum are granted, the loan being refundable in 84 Monthly instalments for the first purchase of the car. When applying for a loan, you should produce a bank guarantee to cover the amount of the Loan contracted. In case no bank guarantee is available, you will be granted loan facilities up to a maximum of 12 month's salary, refundable in 48 monthly instalments, subject to the conditions that may be legally bound to reimburse forthwith the outstanding loan on termination or expiry of contract.

Leave

You will not be eligible to any annual or sick leave entitlement during the first year of contract.

However, as from the 2nd year you will be eligible for:-

- (i) Sick leave at the rate of 21 working days yearly. Such leave not taken will not be convertible into cash.
- (ii) A combination of casual and vacation leave at the rate of 21 working days which may be taken on and off to cater for brief absences. Such leaves not taken may be cashed out at the end of each year of contract or may be accumulated.

Gratuity

- (a) You will be eligible for an end-of-contract gratuity at the rate of two months' salary on completion of 12 months' satisfactory service, subject to the condition that you are legally bound to reimburse forthwith, the outstanding loan on termination or expiry of contract.

Working hours

Normal working hours will be from 8 45 to 16 00 hrs and half-days on holidays when works are in progress. May be required to work outside normal working hours, during week-ends and public holidays.

Termination of Contract The contract may be terminated by the Ministry:

- (a) by giving one month notice in writing or by paying the equivalent of one month's salary to the other party; and/or
- (b) Forthwith on ground of misconduct, whereupon all rights and advantages accruing under this contract shall cease.