
Position Description

Vacancy Title: **Construction Manager**

Location: **Nadi**

Reports To: **None**

Objective

The Construction Manager oversees and coordinates all aspects of Fiji Airport's construction projects, ensuring timely, budget-compliant, and high-quality completion. Responsibilities include managing resources, schedules, contractors, consultants, suppliers, and stakeholders, while ensuring safety and regulatory compliance. The role involves managing multiple construction phases and assisting project managers with other phases to ensure effective project execution. Direct Reports include Site Engineers, Drafting Technicians, Consultants, and Contractors, ensuring effective collaboration and adherence to project objectives. This position reports to the Senior Project Manager.

Outcomes

Organisational Stakeholders

1. Project Planning & Scheduling

- Project plans are fully developed with clear timelines, milestones, and resource allocation, ensuring successful tracking of project progress.
- The project schedule is adhered to, with adjustments made promptly to address any delays, ensuring minimal impact on deadlines.
- Construction schedules are carefully planned to avoid disruptions to operations, maintaining smooth workflow across all phases.
- Project Plan & Programme with Resource Allocation kept up-to-date

2. Resource & Budget Management

- Resources are allocated efficiently, ensuring the timely availability of materials and services to keep projects on track.
- Coordination with consultants, contractors, and suppliers is seamless, ensuring quality and timely delivery.
- Project budgets are effectively managed, monitoring expenses to prevent any overruns, ensuring the financial health of projects.
- Cost-saving measures are implemented, reducing unnecessary expenses without compromising project quality.
- Construction industry best practices related to construction methodology and pricing ensured.

3. Quality Assurance

- All work completed strictly adheres to the specified standards and contractual requirements.
- Regular inspections and quality control checks are carried out to ensure high standards are maintained throughout.
- Site visits are conducted at various stages of construction, and necessary meetings are organized, ensuring all work is progressing as planned.
- Conformance to Quality Requirements of the Project ensured

4. Risk Management, Safety, and Compliance

- Potential risks are identified, and proactive mitigation strategies are developed and implemented.
- Any construction-related issues or conflicts are resolved promptly, maintaining project timelines and relationships.
- Safety protocols are enforced strictly, ensuring a safe working environment with the goal of zero incidents.
- All activities comply with the required legal and regulatory standards, ensuring no legal breaches occur.
- Development and maintenance of a comprehensive Project Risk Registers
- Compliance with required local and international regulations ensured.
- Demonstration of probity, and compliance with governance processes in procurement and assessment tasks ensured at all times.

5. Documentation management.

- Project documentation is diligently maintained, updated, and tracked in line with internal processes and procedures.
- Records Management Database kept up-to-date.
- Timely updates and receipt of documentation are ensured, with closure of notices, keeping projects on track.
- Contractual obligations are managed effectively, reducing the risk of defaults.
- Contractual documentation kept up-to-date.
- All contractual communications are accurate and compliant with the terms of the contract.
 - Interpretation of contractual clauses skillfully applied when preparing notices.

6. Effective Stakeholder Communications

- Effective management of consultations and negotiations with diverse stakeholders ensured, within agreed timelines:
 - Consideration of varying expectations, viewpoints, and interests of stakeholders ensured.
 - Stakeholders receive clear and consistent communication, ensuring they are always informed on project progress.
 - Regular updates are provided to senior management and internal stakeholders, ensuring transparency in project status.
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7. Teamwork & Professionalism Upheld

- Professional conduct is consistently maintained with all stakeholders, fostering positive internal and external relationships.
- Collaboration with other departments is proactive, supporting cross-functional coordination.
- All assigned duties are carried out diligently and professionally, contributing to the success of the organisation.

8. Fiji Airport's image and value standards demonstrated and promoted.

- Uphold and demonstrate the organisation's image and values
- Monitor and encourage team members to uphold image and value standards

Responsibilities - Key Competencies

Competence	Description
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Business

Strategic Development	Establish the strategic direction and steer the organisation towards its goals
Business Performance	Manage the performance of the organisation.
Risk Management	Analyse and manage risk.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Resource Management	Deliver results through the efficient and effective allocation and use of supplies , equipment and people.
Documentation	Communicate using formal business writing.
Communication	Exchange information through verbal communication

Customer

Commercial Focus	Optimize the commercial viability of the organisation.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.

People

Leadership	Utilise a leadership position to influence people and events and to increase performance.
Team Orientation	Work in a team towards a common aim.
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Problem Solving	Develop practical solutions to a situation.
Negotiation	Reach agreement through discussion and compromise.

Professional

Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.

Operational

Health and Safety	Establish and maintain a safe and healthy work environment.
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Qualifications

Qualification	Discipline	Notes
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Preferred

Degree	Building and Construction, Civil Engineering	Appropriate diploma-level Trade qualifications in construction or related field with a minimum of 10 years experience will also be considered.
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Work Knowledge and Experience

Minimum of 8 years of work-related experience, including building construction supervision, costings, and programming.

Proven working experience in construction management, including managing large construction projects.

Experience with Microsoft Office Suite.

Demonstrated leadership experience in managing teams and coordinating with multiple stakeholders.

Ability to produce, read, and manipulate schedules and scheduling reports, with strong analytical skills.

Must have Risk management and cost control skills, along with basic finance and procurement knowledge.

Knowledge of Project Management Methodology and use of records and data management software.

Knowledge of construction methods and technologies, and the ability to interpret technical drawings and contracts.

Ability to manage multiple projects simultaneously with an eye for quality, and ability to plan and see the “big picture”.

Expert knowledge of building products, construction details, and relevant rules, regulations, and quality standards.

Competent in conflict and crisis management.

Requirements

Regulatory Compliance Requirements

Familiarity with the National Building Code of Fiji and relevant international standards such as Australian Standards.

Valid Driver's License

Health and Safety Compliance knowledge.

Other Required Requirements

Must be able to travel to remote jobs or work locations as and when required.

Interactions

Type	Interaction	Comments
Internal		
	Executive & Management teams	
	Projects Team	
	Finance Team	
	Consultants	
	Consultants	
External		
	Statutory Authorities	
	Suppliers	
	Contractors	
	Airport Stakeholders	
	Community	
	Regulators	

Attributes

Behavioural Styles

Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Achiever	Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.
Punctuality	Completes a required task or fulfills an obligation before or at a previously designated time

Interpersonal Styles

Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Perceptive	Shows keen insight and understanding of issues or situations.
Self-sufficient and assured	Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities.

Thinking Styles

Decisive	Reaches conclusions, promptly and firmly.
Disciplined/Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.
Intuitive	Makes mental leaps without going through a rational thought process. Apparent ability to acquire knowledge without a clear inference or the use of reason.

How To Apply

To apply, please submit your CV and a cover letter explaining your interest in this position and highlighting your relevant experience. Please include three professional referees. Applications must be submitted through the link provided.

Contact for Enquiries

Contact Name: Leonarda Patterson

Contact Email: leonarda@maxumise.com

Further Contact Information: Maxumise Office Ph: 330 3137 | 773 1337

Closing Date: 30 Mar 2025