

Job Description: Sr. Manager (Controls)

Job Title: Sr. Manager (Controls)
Objective of Role: To assist in the implementation of smart city components through responsible Project Execution Strategy, Operations and Integrated Resource Management by developing policies and procedures, ensure their implementation, monitor compliance and submit information as required.
Reporting to: Managing Director Location: Gandhinagar
Qualifications: <ol style="list-style-type: none">1. Candidate from Indian nationality only.2. Graduate Degree in Engineering3. Master's degree in Project or Construction management4. Professional qualifications like PMP, PSP preferred5. Candidate shall be below 42 years of age
Experience: <ul style="list-style-type: none">• Minimum of 12 years of working relevant experience post qualification

Role Description
Role <ul style="list-style-type: none">• The appropriately qualified applicant should be able to demonstrate and manage the scheduling, planning, cost management and control for Dholera program• This will also include Budgeting, Cash flow management, Electronic Document Management System (EDMS) and scheduling of projects.
Responsibilities <p>The responsibilities of this position include, but are not limited to, those listed below:</p> <ul style="list-style-type: none">• Schedule management<ul style="list-style-type: none">• Create, maintain and review project schedules in Primavera P6 and Microsoft Project• Maintain and update integrated master program schedule.• Analyze schedule and time impact submissions by contractors• Identify and investigate the root causes of schedule delays and variances• Gather and assemble data for updating schedules and progress reporting• Assist in the development and maintenance of WBS• Assemble data for schedule revisions and network updating• Cost Management and Control<ul style="list-style-type: none">• Prepare and update program and project cash flow• Provides cost estimates for each project phase conceptual, schematic design, design development and construction documents• Prepare detailed cost estimates via industry accepted methods

- Prepares or assists in the preparation of order-of-magnitude, preliminary, definitive, change orders and check estimates using appropriate methods and techniques
- Performs cost comparison analyses between in-house estimates and contractor estimates
- Works with Project Managers and other disciplines to evaluate the appropriateness of budgets
- Prepares project and discipline estimate summaries Basis of Estimate
- Assist in estimating construction costs for change orders and claims reviews
- Establishes and maintains cost databases and product line specific parametric analysis tools
- Leads the estimate reconciliation process with the project team
- Works with Project Managers and other disciplines to evaluate the appropriateness of budget

General

- Lead the setup and management of Electronic document management system- EDMS
- Review of Monthly progress report and schedule updated from contractor and consultants
- Prepare and submit program monthly progress reports