



KENYATTA UNIVERSITY TEACHING, REFERRAL & RESEARCH HOSPITAL
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PROJECT MANAGER - DCSAPM/KUTRRH/6

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Referral & Research Hospital (KUTRRH)	
Department: Corporate Services and Administration	Section/Unit: Maintenance
Job Title: Project Manager	
Reports to: Director Corporate Services and Administration	
Direct Reports: Project Officer	
2. PURPOSE OF THE JOB:	
Reporting to the Director Corporate Services and Administration, the Project Manager job exists to coordinate and provide project management and oversight services to ongoing works within the hospital and co-ordinate people and processes to ensure that our projects are delivered on time and produce the desired results.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none">• Preparing detailed project plans, ensuring resource availability and allocation and delivering every project on time within budget and scope.• Provide field supervision of the civil works contracts and ensuring quality assurances and any oversight for other services deemed necessary for implementing the civil works;• Checking and approval of designs, plans, technical calculations and drawings submitted by consultants/contractors• Convening and conducting site and periodic coordination of meetings.• Preparing, maintaining and monitoring Project Master Schedule• Assessment of Contractors' Claims and related claim management• Witnessing of Contractor's tests on completion and commissioning• Review of project progress and preparation of progress reports• Preparation of Final Project Completion Report• Work with department supervisor's/ team leaders on projects related to new equipment acquisition, installation, renovation, modifications or removal• Compilation and checking on correctness of Contractors' final technical documentation and operation and maintenance manuals• Work with the department supervisors and the technical team in the development of ideal preventive, planned and breakdown maintenance plans of the equipment.• Supervision of the equipment maintenance program	



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- Oversee the maintenance of all facilities and equipment maintenance. d
- Manage the relationship with the client and all stakeholders
- Perform risk management to minimize project risks
- Establish and maintain relationships with third parties/vendors
- Create and maintain comprehensive project documentation

4. QUALIFICATIONS KNOWLEDGE AND SKILLS

Minimum level of academic qualifications required to perform effectively in the role:

- a) Degree in any Engineering or technical related field

Minimum level of knowledge required for the job:

- a) Computer literate
b) Knowledge of the relevant legislations
c) Knowledge of professional standards

Professional qualifications required to effectively perform in the role:

- a) Registration with respective accredited regulatory or professional body

Soft skills required for the job:

- a) Communication skills
b) Leadership skills
c) Team building skills
d) Organizational skills
e) Problem solving skills
f) Observation skills
g) Analytical skills
h) Ability to confront and probe
i) Ability to work under pressure

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least five years working experience as a Project Manager in different fields.