



# JKUAT Enterprises Ltd

JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY  
P.O. Box 62000 Nairobi 00200 Tel: 254 67 52420 Cellphone: 0724256696/0736524200  
Fax: 254 067 52438 Email: [md@jkuates.jkuat.ac.ke](mailto:md@jkuates.jkuat.ac.ke) Website : [www.jkuates.com](http://www.jkuates.com)

---

## **JOB VACANCY – PROJECT MANAGER**

JKUAT Enterprises limited is seeking a highly motivated, skilled and experienced individual to manage and successively deliver projects.

### **Qualifications**

- Bachelors' degree in project management, business management or equivalent
- Proficient qualification in PMP/ PMI will be an added advantage

### **Experience & Skills**

- Over 5 years' experience with 3 years relevant experience in project management
- Evidence of having managed business units with turnover of over Ksh 50 million per annum
- Strong skills in planning, organizing, leading , monitoring and controlling
- Ability to influence all levels of stakeholders, cross functionally and externally
- Ability to travel and work long hours
- Proven strong client focus and interpersonal skills to develop relationships with clients
- Excellent writing, presentation and communication skills

### **Duties, roles and responsibilities**

#### **Project Management**

1. Define project scope, goals and deliverables that support business goals in collaboration with senior management and consultants to be signed off before project commencement.
2. Develop full-scale project plans and associated communications documents e.g. project charter to ensure all stakeholders interests are addressed.
3. Recruit and effectively communicate project expectations to project team members and stakeholders to ensure that project delivery timelines and quality are met.

4. Execute and manage quality of project delivery while monitoring the key milestones as spelt in the project delivery plan.
5. Provide project status reports to stakeholders on agreed time, indicating the budgetary, quality and timeline movements in the project.
6. Draft and submit project budget proposals and recommend subsequent budget changes where necessary.
7. Hand over the project to the client upon completion, while effectively closing all project contractual engagements i.e. administrative, budgetary, resources etc Prepare project completion report, documenting lessons learnt from the project delivery and providing performance feedback to teams and directors.

### **Business Development**

- a) Assist in the identifying, preparation and submission project bids in line with the company scope of business to ensure consistent business.
- b) Build, develop and grow any business relationships vital to the success of the project being executed.
- c) Participate in networking and conferences that expose the business to various stakeholders in the businesses areas of interest e.g. civil works.
- d) Manage relationships with various stakeholders to maintain good rapport and alleviate constrained relations with important stakeholders.
- e) Ensure business brand is well positioned with both suppliers, sub – contractors and clients to enable further reference businesses.

### **Project Operation**

- I. Ensure that all project required documentation are drafted, updated and filed within the required timelines.
- II. Ensure the project legal compliance is kept up to speed in regards to contractual, statutory and labour related costs as far as project is concerned.
- III. Handle any project related disputes and conflicts with a view to protect stakeholder interests and consistency project delivery.
- IV. Handle the purchasing and delivery of project required materials, tools and equipment to enable continuous delivery of project work.
- V. Recruitment and dismissal of site staff in line with the project requirements. Vet and engage project suppliers and sub-contractors to be engaged in the delivery of a project to ensure budgetary provision and timeline needs are met.
- VI. Manage resources for the site office to ensure smooth operations through procuring, managing and replenishing resources required for running the office administratively.

Interested applicants are requested to submit their CVs including contact details for three referees and a cover letter explaining why they are best suited for this particular position by close of business on **Friday 10<sup>th</sup> May 2019** to <https://www.brightermonday.co.ke/job/project-manager-g9ww0n>