

## Engineering Project Coordinator

**Sri Lanka Cricket (SLC) intends to recruit an experienced Engineer to coordinate development of infrastructure facilities for Training, Managing and Promoting Cricket related activities throughout the Island**

**The selected person would require to coordinate with the Management of SLC in the following activities.**

- Drawing up the scope of activities for each Project in consultation with the SLC Management
- Establishing Budgets for the proposed work in consultation with the SLC Management
- Appointing Consultants and coordinating and administering the scope of Consultancy works including preparation of MOU and Contract Documents for execution
- Establishing time lines for the work in consultation with the Consultants and SLC Management
- Examining and Approving Tender Documentation prepared by the Consultants including advising the Consultants of the SLCs specific requirements for incorporation in the document as determined by the SLC Management
- Managing the bidding process in coordination with the Consultants including the receiving and opening of bids
- Evaluate the recommendations made by the Consultants on the submitted tenders including independent verification of contractors' performance and monetary capacity and make recommendations to the SLC Management for appointments of Contractors
- Preparation of Letters of appointment and Contract Documentation for execution with the Contractors in consultation with the Consultants
- Monitor activities in the field including periodic site visits and be responsible for overall supervision and management of work including representing the SLC at all project meetings as necessary
- Carry out verification of Consultants certification of contractor's monetary and time-based claims and recommend for settlement to the Management of the SLC
- Provide periodic reports at agreed intervals for the SLC Management on project progress including, performance of Consultants and Contractors
- Attend to all contractual documentation and processes (recorded above) where the SLC Management decides to execute work without the appointment of a Consultant

**The eligible Applicant would require to possess the following as a minimum**

- Should be a Chartered Engineer
- Be an Engineering Graduate from a recognized University with at least 15 years post qualified experience in Project and Contract Management , Civil Engineers with multi-disciplinary project experience would be preferred due to the predominantly Civil Engineering nature of the works. However other disciplines would be considered with the demonstration of experience in the areas of work described above
- Should be able to demonstrate experience in Management of multi-disciplinary Projects including infrastructure development
- Should be able to demonstrate experience in Contract Management including preparation and execution of contract and Tender Documentation and contractual correspondence required for securing the Client's contractual rights in a project
- Skill in the use planning tools/software would be an advantage
- Experience in sports related developments would be an added advantage though not essential
- Experience in construction administration field would be an added advantage
- Excellent Communication and Leadership skills combined with a pleasant manner would be sought by the interview panel

An attractive and negotiable remuneration package with other fringe benefits will be offered based on qualifications, experience and competence

All applicants should forward their applications to [vacancies@srilankacricet.lk](mailto:vacancies@srilankacricet.lk) along with the names of two non-related referees within 7 days from the date of this advertisement

\*Please mention the post applied for on the subject of the email