

**Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all employees, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.**

Position Title	Project Manager	<b>Date:</b> November 2024
Function/Department	Facilities	<b>Location:</b> Singapore
Manager Title	Director Of Facilities Management & Administration	
Position Type	Fixed Term	
Position Status	Full Time	

## Position Objective

We are seeking a dynamic and experienced project manager to join our team at the Australian International School. The project manager will play a vital role in overseeing and managing various construction and renovation projects within the school premises. This position requires strong project management skills, excellent communication abilities, and a keen attention to detail.

## Responsibilities

### Key Objectives:

- Key contact point between appointed main contractor, Cognita and School to ensure process and safety compliance
- Project implementation across main and ELV campus
- Support accelerated project execution and delivery
- Other jobs assigned by supervisor

### Primary Responsibilities

#### Project Planning and Scheduling

- Develop detailed project plans outlining tasks, timelines, and resource allocation
- Coordinate with school administration, faculty, and contractors to schedule project activities in alignment with academic calendars and operational requirements

#### Contractor Management

- Onboard contractors and vendors for construction and renovation projects.
- Ensure compliance with school policies and regulations.
- Oversee contractor performance, including monitoring progress, quality of work, and adherence to timelines and budget.

#### Quality Assurance

- Conduct regular inspections and quality checks to ensure workmanship meets established standards and specifications
- Address any issues or concerns promptly to maintain project integrity and safety standards

## Stakeholder Communication

- Serve as the primary point of contact for project-related inquiries, updates, and communications
- Provide regular progress reports to school leadership, stakeholders, and relevant committees

## Risk Management

- Identify potential risks and obstacles that may impact project delivery and develop mitigation strategies
- Proactively address issues as they arise to minimise disruptions and maintain project momentum

## Compliance and Regulatory Oversight

- Ensure all construction and renovation activities comply with local building codes, safety regulations, and environmental standards
- Work with contractors to obtain necessary permits and approvals as required by regulatory authorities

**It is the job holder's responsibility to promote and safeguard the welfare of children and young persons for whom they are responsible, or with whom they come into contact with and compliance with the relevant Cognita Safeguarding Child Protection Policy and Procedures should be adhered to at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, they must report any concerns to the School's Designated Safeguarding Lead or to the Head or indeed to the Cognita Regional Safeguarding Manager so that a referral can be made accordingly to the relevant third party services.**

## **Position Requirements**

- Minimum 8 - 12 years of relevant experience in Project Management and coordination
- Experience in Program Risk Management and Change Management
- Able to understand construction and technical drawings, specifications and requirements
- Strong experience and knowledge in construction and workplace safety regulations
- Highly motivated and adaptable with a 'can-do' attitude
- Effective communication skills
- Highly proficient in Microsoft Office (Word, Excel, Power Point, Project)
- Knowledge in auto-cad
- Requires after office hours and weekends work
- Able to work independently with little supervision and guidance

## **Qualifications**

- Degree in Project Management / Mechanical / Electrical / Civil Engineering or equivalent with minimum 8 years of relevant experience **OR** Diploma in Project Management / Mechanical / Electrical / Civil Engineering or equivalent with 12 years of relevant experience

## **Contacts**

- External and internal stakeholders
- Consultants
- School Facilities Management Team

## Working Conditions

- Country role
- Within Lorong Chuan and Chuan Lane Campus
- Requires moving around campus time to time

## Terms of Employment

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all employees, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity (if the candidate has lived in the UK) and/or criminal/police or equivalent background checks for all other countries inhabited (irrespective of whether you worked in those countries).

- Working Hours: **8:00 am – 5:30 pm, Monday to Friday**
- Some weekend work and extended work hours may be required from time to time.
- Annual Leave: **21 working days per annum**
- Medical Benefits: **Group Medical Insurance**
- Sick Leave/Hospitalisation Leave: **60 days hospitalisation leave including 14 days sick leave**
- Probation Period: **3 months from date of commencement**
- Reference Check: **Required**  
Background check: **Required**