



## Construction Project Manager

Animals Asia Foundation is a Hong Kong-based government-registered animal welfare charity founded by Jill Robinson MBE in 1998. It is devoted to the needs of wild, domesticated and endangered species throughout Asia and dedicated to ending cruelty and restoring respect for all animals. In Vietnam, Animals Asia has signed an agreement with the Government of Vietnam to rescue 200 bears and to establish a world class Vietnam Bear Rescue Centre (VBRC) in Tam Dao National Park, Vinh Phuc Province. Our primary goals are to end bear farming, contribute to the conservation of bears in Vietnam and in the region and improve the welfare of such bears already in captivity.

Animals Asia is recruiting a Construction Project Manager to be based at VBRC to oversee the centre's construction activities.

**Position Summary:** This position works closely with Animals Asia's construction team, external contractor(s) and consultants, to oversee Vietnam Bear Rescue Centre's construction projects.

**Location:** Vietnam Bear Rescue Centre, Tam dao National Park, Vinh Phuc Province, Vietnam

**Type:** Full time

**Term:** 2 years contract with a possibility of extension

**Line Management:** The position reports to the Vietnam Director.

**Salary:** Negotiable

### **Description of Duties:**

- Oversee the day-to-day management of construction project, assures quality control by taking full control of the work site, leads the checking, inspection of quality and progress of the construction in order to meet specifications, time line, and budget.
- Develop a systematic approach to monitor construction process and approve completion.
- Work with consultants and contractor to develop an accurate time frame of construction project. Anticipates delays and brings these to attention of management.
- Coordinate with consultants to develop cost estimates that will enable management team to make budget approval.

- Carefully monitor flow of funds and materials to protect organisation against graft and/or works by unauthorised parties.
- Ensure that all works, related processes and transactions comply with applicable laws, regulations and agreements
- Work closely with the construction liaison officer so that inputs from the Vet/bear team are included in the work process
- Prepares weekly written reports for management as well as monthly progressed reports summarising the quantity and quality of the work done as well as issues to be resolved.
- Assist in the review of designs, technical drawings for construction ensuring these meet Animals Asia's safety standards and specification.
- Facilitate open communication between departments to ensure clear lines of responsibility, transparency and common goals
- Performs other duties as assigned or required.

#### **Qualifications and Experience requirements:**

- ✓ University qualifications in Building, Architecture, Civil Engineer, or related field.
- ✓ At least 5 years experience in construction and project management
- ✓ Demonstrated experience in supervising construction projects
- ✓ Good understanding of Vietnam's building codes and construction practices, contracts, plans, specifications, and knowledgeable of construction methods and materials.
- ✓ Possess good computer skills and able to read and interpret technical drawings and instructions.
- ✓ Able to live and work in Tam Dao.
- ✓ Ability to work as part of a team, while achieving individual work objectives
- ✓ Proven history of integrity.
- ✓ Strong English skills in written and spoken

#### **Contacts:**

Interested applicants should send their application in English and salary requirement to [yle@animalsasia.org](mailto:yle@animalsasia.org) by 14 March 2010.

For more information on Vietnam Bear Rescue and Animals Asia Foundation visit [www.animalsasia.org](http://www.animalsasia.org)

Note: Only short listed applicants will be interviewed and the interview will be conducted in English.