

AISD is committed to the protection of all children and young people from harm. We recognize that child protection and welfare considerations permeate all aspects of school life and must be reflected in all of the school's policies, practices, and activities. We require all staff and faculty applicants to undergo stringent selection and screening processes before being allowed to work with children.

AISD [Child Protection Policy](#)

VACANCY

Title: Senior Project Manager

The Position:

AISD seeks an experienced Senior Project Manager to lead, execute, and supervise all capital projects on the school campus, including renovations and new construction. The ideal candidate will possess excellent project management abilities, a solid understanding of construction principles, proficiency in budget oversight, and strong communication skills. This role demands a strategic thinker with a keen eye for detail and a proven ability to deliver results within a dynamic educational environment.

Reporting directly to the Director of Operations and Business, the Senior Project Manager will

be responsible for ensuring that all projects are completed successfully, on schedule, within budget, and in alignment with the school's mission and values. The Senior Project Manager will play a pivotal role in shaping the future of our campus and ensuring our facilities support an exceptional learning experience for our students.

AISD community members hold each other accountable to these values:

- We are a compassionate, caring, and diverse community.
- We act with integrity and respect.
- We embrace creativity and balance.
- We are proud of diversity and willingness to collaborate.

What Are We Looking For?

Our ideal candidate will have the following qualifications, as demonstrated through their previous roles:

- Advanced understanding of methods, materials, procedures, strategies, and philosophies used in managing large and complex international facilities operations, with a focus on construction-related activities.
- Five to seven years of verifiable experience managing projects and operations of similar scope and complexity.
- Proven ability to assist in the management and oversight of renovation and construction projects from initiation through closeout.
- Technical oversight of contractors and in-house trade technicians, ensuring service delivery to all school facilities.

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- Management of campus-wide communications related to renovation activities.
- Coordination of facility use with other departments during renovation and construction projects.
- Representation of the school's interests regarding renovation and construction in the absence of the DOB.
- Interpretation of applicable regulations and ensuring compliance as required.
- Excellent written and oral communication skills.
- Strong proficiency in English language.
- Ability to respond to emergency situations

Scope of Work Includes

1. Project Planning and Scope Definition:

- Collaborate with school leadership, architects, engineers, and other stakeholders to define project scopes, objectives, and deliverables.
- Develop comprehensive project plans, including schedules, budgets, resource allocation, and risk assessments.
- Ensure that capital projects align with the school's long-term facilities plan and strategic objectives.

2. Project Execution and Management:

- Oversee the entire project lifecycle, from initiation to closeout, ensuring adherence to project milestones and timelines.
- Monitor project progress, identify potential issues, and implement corrective actions as needed to keep projects on track.
- Coordinate with consultants, contractors, subcontractors, and vendors to ensure work is executed according to the highest quality standards.
- Conduct regular site visits to assess project progress, resolve challenges, and ensure safety and compliance with regulations.

3. Budget Management and Cost Control:

- Develop and manage project budgets, tracking expenses, and ensuring cost-effective utilization of resources.
- Review and approve contractor invoices, change orders, and other project-related financial documents.
- Proactively identify opportunities to optimize costs and value engineering without compromising project quality.

4. Communication and Reporting:

- Maintain open and effective communication channels with all project stakeholders, including school administration, staff, contractors, and community members.
- Provide regular project updates, status reports, and presentations to the Director of Facilities & Operations.
- Address any concerns, questions, or issues raised by stakeholders in a timely and professional manner.

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5. Risk Management and Compliance:

- Identify potential project risks, develop risk mitigation strategies, and ensure adherence to safety standards and local regulations.
- Maintain accurate documentation of project activities, contracts, permits, and compliance records.
- Ensure all capital projects adhere to zoning, building codes, and other relevant regulations.

Requirement and Qualifications:

- Bachelor's degree in Construction Management, Engineering, Architecture, or related field (Master's degree preferred).
- Proven experience as a Project Manager with a track record of successfully managing complex projects.
- Strong knowledge of construction management, project scheduling, budgeting, and risk management.
- Excellent communication skills, both written and verbal, with the ability to present complex information to various audiences.
- Proficiency in project management software and tools.
- Strong organizational and problem-solving abilities.
- Ability to work collaboratively and manage relationships with diverse stakeholders.
- PMP or equivalent project management certification is a plus.
- Knowledge of sustainable building practices and LEED certification is a plus.
- Physical Requirements (with or without reasonable accommodation):
 - Ability to work in adverse environmental conditions such as extreme heat noise and construction site related conditions.
 - Ability to lift up to 80 pounds and working loads of up to 50 pounds.
 - Ability to move furniture up and down several flights of stairs.
 - Ability to work off a ladder or elevated platform.
 - Ability to sit, stand and walk for long periods.
 - Ability to kneel and bend.

Inspired? We certainly hope so. Our team is waiting to hear from you at HR@aisdhaka.org. Send us your one-page response to the above and your CV in one tidy PDF document before **December 12, 2024**.

Mission: AISD creates an academic and social environment based on American educational principles. We challenge students from an international community to achieve their potential, become life-long learners and contribute to a changing global society.

Updated: November 2024

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