**Job Responsibilities and Qualifications**

**PROJECT CONTROLS MANAGER**

**Primary Responsibility:**

Closely monitors construction progress against project schedule; tracks expenditures and monitors projected costs against the project budget; assist with materials and equipment management;

**Specific Job Responsibilities**

* Maintains database for project cost and accounting,
* Maintains project master schedule – projects, location, timelines, budgets/spending, PR tracking, budget maintenance, purchases
* Ensure on-time grant closure, reconciliation with donor and financial tracking;
* Provide information, data and reports to Shelter and Infrastructure Program Manager.
* Assist Program Manager in preparing program reports for Government, UN and for CRS Program.
* Liaison between CRS Engineering and local government.
* Assist Program Manager in coordination meetings between CRS and other NGOs, UN Coordination Meeting for Permanent and Temporary Shelter; arrange meetings between CRS and Government;
* Provide translation for incoming and outgoing correspondence.
* Develop a close relationship with local government and community.
* Assist in maintaining a document control system for all contract and project records.
* Main liaison between Engineering and CRS Area Coordination Teams
* Coordination (gathering, filing, keeping history) of all shelter beneficiary lists
* Maintain updated project schedule and project controls data
* Translator for Engineering PM and HOP at meetings with local government officials

**Qualifications:**

* Bachelors Degree in Engineering, Business, or equivalent experience.
* Ability to work as part of a team
* Must be proficient in MS Office applications (Word, Excel, Outlook Access– and ideally MS Project).

Superior verbal and written communication skills in English and local language.