



Job Description PNG Project Manager

Reports to: Country Director on all matters.

Works Closely With: Samaritan Aviation staff, sub-contractors, volunteers

Minimum Skills & Qualifications Required:

- Leadership skills
- Time management skills
- Analysis and problem-solving skills
- Organizational abilities
- Interpersonal and good communication skills
- Decisiveness
- Ability to delegate
- Time management and project progress tracking skills
- Willingness and ability to work with cultural differences during the project

General Description:

Responsible for planning, coordinating, and overseeing construction projects from start to finish, ensuring they are completed on time, within budget, and in compliance with safety, quality, and regulatory standards.

Our Core Values (IMPACT):

- **Integrity** - Honors commitments, speaks the truth in love, and strives to live in a manner worthy of the calling.
- **Ministry Focused** - Looks for the opportunities to share the Gospel of Jesus and serve others humbly in love.
- **Persistent and Committed** - Committed to enduring and overcoming obstacles to accomplish a goal.
- **Adaptable** - Willingness and ability to make changes to meet a need.
- **Collaborative** - Works in concert with others to make decisions and solve problems.
- **Technical Excellence** - Committed to meet or exceed the industry standard.

General Responsibilities:

- Organize and oversee construction projects from start to finish promptly and efficiently.
- Plan all construction operations and schedule intermediate phases to ensure deadlines will be met.
- Obtain permits and licenses from local authorities when necessary.
- Determine needed resources (manpower, equipment, and materials) from start to finish with attention to budgetary limitations.
- Commitment to research building and construction practices based on local supplies.
- Negotiate contracts with local vendors.
- Willingness to work with international volunteers.
- Work closely with the Country Director on project finances.

- Evaluate progress and prepare detailed reports for the land committee.
- Communicate via phone and email on time.
- Actively participate in SA meetings as necessary.