



## 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.