Asian University for Women (AUW) is an international university for women based in Chittagong, Bangladesh. AUW serves students across Asia and the Middle East and hosts staff and faculty from many countries. There are 800 students and plans to expand enrollment, initially, to over 3,000. Additional information can be found here: www.asian-university.org.

AUW seeks a Project Director to help lead the planning and execution of a new campus on a site of over 140 acres donated by the Government of Bangladesh. The campus will house a liberal arts and sciences institution for 3000 to, ultimately, 5000 students, in accordance with a master plan. AUW expects funding from multilateral and other sources for the construction of Phase I of the campus.

Phase I will consist of:

i. Limited Feasibility Study (MSA);
ii. Masterplan or Masterplan Update;
iii. Campus Center;
iv. Access Academy and Pre-Access Academy;
v. Student & Faculty Housing;
vi. Faculty Club;
vii. Student Athletics Center; and
viii. Perimeter Wall.

**Position outline**

AUW is seeking a Campus Director, who will be responsible for project management, S/he will act as representative of the 'Owner', ensuring that the Owner’s quality, cost and project goals are achieved. The Project Director will interact with stakeholders and manage all A/E consultants and their contracts.

**The post will initially be available for three years**

**Responsibilities**

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CAMPUS PROJECT DIRECTOR

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<tr>
<th>Position:</th>
<th>Campus Project Director</th>
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<td>Unit:</td>
<td>Campus Project team</td>
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<tr>
<td>Reports to:</td>
<td>Vice-Chancellor</td>
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<tr>
<td>Start Date:</td>
<td>Available immediately</td>
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<td>Job Location:</td>
<td>Chittagong</td>
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-Open until filled
The Project Director will carry out major activities including the following:

i. Identify Program Management Team needs and recruit all project personnel:

ii. Assist the Vice Chancellor, the academic and operational teams in the definition of programmatic and space requirements to meet academic, housing, operational, IT, and social needs:

iii. Provide technical support for project management across all disciplines to coordinate the development and implementation of the architectural and engineering portions of projects:

iv. Lead the preparation of Requests for Proposal (RFP) for both the design and construction elements of the project:

v. Lead the technical evaluation of potential bidders for contracts on assigned projects, and recommend shortlists of qualified contractors. Coordinate the technical analysis and evaluation of bids proposed:

vi. Lead negotiations to determine final terms of contracts:

vii. Monitor the technical progress of A/E contractors. Co-ordinate the review of design drawings, specifications, manuals, shop drawings, vendor data calculations and other technical information submitted by A/E construction contractor for all phases of contract; and

viii. Carry out other tasks as appropriate for the proper execution of the project.

See Annex I for Scope of Services.
Annex I: AUW New Campus Construction
Scope of Services – Project & Cost Management

A. Orientation & Pre-Planning
   a. Review the draft project goals and objectives with the Owner
   b. Identify and delineate the roles and responsibilities for the project team.
   c. Develop the milestone schedule and budget for project.
   d. In conjunction with the Owner, define scope of work for MSA (short term feasibility analysis) and the scope of work for the new master plan architects.

B. Planning
   a. Review information prepared by the AUW project team. Assist the Vice Chancellor and the academic and operational teams in the definition of programmatic and space requirements to meet academic, housing, operational, IT, and social needs.
   b. Review with the AUW project team the project budget and schedule, identify relevant categories of costs, estimates and limits (where appropriate), and overall cost objectives.
   c. Co-ordinate activities of the Owner, user group representatives, the architect, the engineer, and other consultants (including operational support) to maintain focus on the project objectives.
   d. Assist the Owner and architect reviewing the requirements of governmental agencies having jurisdiction.
   e. Advise on appropriate procurement method for the General Contractor or Constructions Manager, draft bid lists and administer RFP procedures (including leading the technical evaluation of bidders), conduct interviews, reference and recommendations checks.
   f. Lead negotiations to define final terms of all design and construction contracts awarded.

C. Design
   a. Monitor design development to address established project goals (schedule, quality, budget, and technical). Lead constructability reviews.
   b. Prepare and subsequently update in conjunction with the Construction Manager preliminary construction cost estimates on a monthly basis. Prepare construction cost estimates at milestones; Schematic Design and Design Development.
   c. Provide value-engineering services.
   d. Review materials, furnishings and additional project components proposed by design team and advise on cost implications to budget.
   e. Receive negotiations to determine final terms of all design and construction contracts awarded.
   f. Identify with the Construction Manager long lead strategy of procurement.
   g. Prepare RFPs for contractors, vendors and consultants. Issue RFPs, review, interview, and evaluate responses to make award recommendations to Owner.
   h. Agree price and schedule, identify warranty requirements, insurance, and applicable shop drawing review process with Construction Manager, identify any phased completion issues.
i. Establish appropriate project cost accounting structure.

j. Assist with all discussions with the Construction Manager.

k. Monitor design, correspondence and minutes to provide “early warning” advice on any matters likely to affect the project or budget or schedule.

D. Construction

a. Obtain, analyze and review sub-contract bids received together with the Construction Managers’ recommendations and comment upon suitability.

b. Monitor the Construction Manager’s insurances.

c. Review and comment upon Construction Manager’s assessment of proposed Change Orders.

d. Monitor, review and comment on associated landlord charges.

e. Review and comment upon periodic Cost Reports prepared by the Construction Manager.

f. Monitor construction, correspondence and minutes to provide “early warning” advice on any matters likely to affect the project or budget or schedule.

g. In conjunction with the Construction Manager advise on the financial implications of delays, Extension of Time, acceleration or disruption.

h. Monitor and report on statutory approvals – monitor the architect, other professional consultants, construction manager and contractors in organizing and completing municipal and other necessary reviews, and obtaining Department of Buildings and Fire Department permits and sign-offs and other required inspections, approvals, signoffs and certificates of occupancy.

i. Monitor and report on Construction progress at a minimum on a monthly basis.

j. Provide monthly progress, cash flow, and cost reports.

k. Establish and administer orderly payment procedures for Construction Manager, Vendors and Consultants (including project team members).

l. Represent the Owner regarding changes and claims made by Construction Manager and ensure that proper procedures exist for obtaining the Client’s authority to significantly vary the works.

m. Manage the scheduling and installations of Owner’s direct vendors and suppliers, monitor their submission of information and fabrication schedules, and coordinate their installation scheduled with the Construction Manager.

n. Coordinate activities of the Owners support services (technology, etc.).

o. Chair and minute weekly progress meetings. Attend and organize other meetings as required.

p. Visit site regularly to check on quality of work and schedule.

E. Direct Vendors: Furniture/FFE, Signage, Security, IT (if applicable)

a. Establish a budget with the Owner and Architect.

b. Assist Owner in analyzing feasibility of reusing existing owner inventory.

c. Establish and monitor a schedule for the FFE, Signage, Security, IT selection, procurement, fabrication, and installation.

d. Prepare and issue RFPs for purchasing agents or suppliers, evaluate and level responses.

e. Arrange for mock-ups/prototypes.

f. Issue bid documentation.
g. Review and level pricing and negotiate with vendors and purchasing agent.
h. Monitor production schedules.
i. Coordinate all activities of owner vendors for FFE, Signage, Security, IT including delivery and installation with the vendors/dealers.
j. Monitor completion of punch list.
k. Financial close out

F. Post Construction
a. Work with the Architect to ensure the timely and accurate completion of punch list items.
b. Organize final close-out of contractor, consultants and other specialities
c. Establish warranty work procedure.
d. Monitor the timely delivery of as built drawings, permits guarantees, warranties, manuals, operations/maintenance recommendations, and training upon completion of the project.
e. Monitor commissioning and handover of the floors for a seamless transition between building site and completed fit-out.
f. Consult with Owner, members of the design and construction teams to attempt to resolve any post-occupancy issues relating to design, construction, and operations.
g. Issue final cost report capturing all financial issues relating to the project with additional commentary and variance explanations as required.

G. All Phases
a. Negotiate and manage all project team contracts (Architect, engineers, consultants) and Construction Manager contract. Review, negotiate, and approve invoices, additional services requests, and construction payment requisitions.
b. Represent the Owner regarding changes and claims made by Project Team members and ensure that proper procedures exist for obtaining the Client's authority to significantly varying the works.
c. Assist in coordinating the Owner, design team and contractor activities and approvals.
d. Provide status reporting of budget, schedule, quality control and issues. Update at regular intervals through the design and construction processes a comprehensive project schedule including RFPs design, construction, furniture, long leads and owner supplied items.
e. Coordinate project team reporting/submissions for AUW Trustees, AUW Support Foundation, World Bank, and others as required.
f. Chair project meetings and issue meeting minutes with “action items” tied to the responsible party.
g. Establish regular procedures with the Owner and identify matters which require specific approval or direction.
h. Provide copies of all relevant correspondence to the Owner.
i. Provide any other services that may be required to deliver the project effectively.

H. Financial Responsibilities
a. Report to the AUW Chief Financial Officer with regard to financial matters
b. Establish the financial objectives of the Owner.
c. Prepare a feasibility cost model for contract based on defined financial goals.
d. Review design and concepts developed to date and report against financial
goals.
e. Monitor and assist the design team in the development of the project,
including value-engineering, to achieve financial and program targets. Report
regularly on progress.
f. Develop a detailed Cost Plan for the project when the design permits, and
monitor against design development. Report regularly on progress.
g. Advise on the financial effects of advance orders or purchase of material or
equipment with long delivery times to ensure that project timescales can be
met

I. Bid and Contractual
a. Advise and work with the Owner on suitable bid and contractual
arrangements taking into account information available from the other
members of the Design Team.
b. Check Construction Manager General Conditions and Fees submissions or
negotiated bids for arithmetical accuracy, levels of pricing, pricing policy, etc.
c. Prepare documents, if required, to adjust the bids received and prepare
revised cash flow forecasts
d. Prepare allocation of costs if required.
e. Prepare report on bids with appropriate recommendations.
f. Obtain the contract drawings and specification from other member of the
design team. Work with the Owner as requested, in preparation of contracts.

J. Final Account
a. Receive from the Construction Manager a detailed Final Account for audit
and report there on.
b. Report to the Owner on delays, requests for extension of contract period, or
the consequences of acceleration or disruption and ascertain the financial
effect.
c. Assess any authorized additional reimbursements in respect of direct loss
and expense of the matters, and if appropriate, negotiate a settlement with
the Construction Manager.

K. Move
a. Organize and issue RFP for movers, receive bids, level, organize interviews
and make recommendations to Owner.
b. Schedule with Owner the office move and provide interface with Construction
Manager/Furniture Installer/movers.

Liaise with Accounts Payable Department to ensure accurate and timely payment
of invoices

Qualifications and Experience:

- Professional training in architecture or engineering
- Project management qualification
- Proven record of competence in the execution of similar scale projects
- At least 15 years’ experience as Project Manager on significant construction projects
- Good negotiation and communication skills in both English and Bangla:
- Good report-writing skills:
- Working experience in international and cross functional project teams is considered a strong asset:
- Team player, self driven, taking initiative, enthusiastic:
- Sensitivity to appreciate the full range of stakeholders and to establish good relationships
- Analytical and creative problem solving skills
- Flexibility:
- Ability to work independently:
- Ability to work under pressure:
- Willingness to travel in the designated area.

**To Apply:**

Interested applicants should send their CVs along with a Cover Letter detailing how their qualifications, skills, abilities and experience meet the specific requirements of the role, as outlined in the job description and two references (Name & Contact Information) addressing to Mr. Rafiqul Haque, Assistant Director of HR & Services through E-mail: at hrd@auw.edu.bd. Please mention the position applied on the subject line. The review of applications will begin immediately and continue until the position is filled. Only short listed candidates will be contacted.