

Project Manager – Construction & Infrastructure Projects

Organization: Vision Health Care Foundation (VHCF)

Location: Attock District (Attock City and Pindigheb tehsil)

Employment Type: Full-Time

Reports to : Director Programs

About VHCF

Vision Health Care Foundation (VHCF) is committed to improving access to quality healthcare and strengthening health systems through sustainable, community-focused interventions.

We are seeking a **Project Manager – Construction & Infrastructure Projects** to oversee VHCF's construction and infrastructure projects, working closely with outsourced contractors, consultants, vendors, and internal teams to ensure projects are delivered **on time, within budget, and to the required quality standards**.

Key Responsibilities

1. Project Planning & Management

- Develop and maintain detailed project plans, timelines, milestones, and deliverables.
- Translate approved project designs and requirements into actionable implementation plans.
- Establish project work plans, budgets, procurement requirements, and reporting mechanisms.
- Identify project risks, dependencies, delays, and potential cost overruns and recommend timely solutions.
- Ensure all project activities remain aligned with VHCF's objectives, approved scope, and donor requirements.

2. Contractor & Consultant Management

- Act as the **primary focal person between VHCF and outsourced construction contractors/consultants**.
- Coordinate with contractors, architects, engineers, quantity surveyors, suppliers, and other technical professionals.
- Monitor contractor performance against agreed scope, timelines, quality standards, and contractual obligations.
- Conduct regular site meetings and maintain documented minutes, action points, and follow-ups.
- Review contractor work plans, progress updates, and completion schedules.

- Escalate significant delays, quality concerns, contractual issues, or scope changes to management.

3. Site & Quality Monitoring

- Conduct regular site visits to monitor physical progress and workmanship.
- Verify that construction is progressing according to approved drawings, specifications, BOQs, and project requirements.
- Coordinate with technical consultants/engineers for inspection and quality assurance.
- Identify deficiencies and ensure corrective actions are followed through.
- Support snagging, testing, commissioning, handover, and project close-out processes.

The Project Manager will monitor and coordinate construction activities rather than directly supervise or perform technical construction work.

4. Budget, Procurement & Cost Control

- Monitor project expenditure against approved budgets.
- Track contractor invoices, payment milestones, variations, and project-related expenses.
- Verify completed work against agreed milestones before recommending payments.
- Coordinate with procurement and finance teams to ensure proper documentation and approvals.
- Monitor variations and prevent unauthorized changes to project scope or costs.
- Maintain accurate project financial and contractual records.

5. Stakeholder Coordination

- Coordinate between VHCF management, contractors, consultants, donors, government departments, community representatives, and other stakeholders as required.
- Ensure timely communication of project progress, challenges, decisions, and requirements.
- Facilitate project meetings and maintain clear documentation of decisions and responsibilities.
- Represent VHCF professionally during project-related meetings and site engagements.

6. Reporting & Documentation

- Prepare regular project progress reports covering:
 - Physical progress
 - Financial progress
 - Timeline and milestones
 - Key achievements
 - Delays and challenges
 - Risks and mitigation measures
 - Contractor performance
 - Upcoming activities
- Maintain a complete project file including contracts, drawings, BOQs, approvals, site reports, photographs, meeting minutes, invoices, variations, and handover documents.

- Provide management with timely updates and recommendations for decision-making.

7. Risk Management & Compliance

- Identify and manage construction, financial, operational, contractual, and timeline-related risks.
- Ensure projects comply with applicable regulations, safety requirements, contractual conditions, and VHCF policies.
- Ensure appropriate approvals are obtained before changes to scope, design, budget, or timelines are implemented.
- Maintain transparency and accountability throughout project implementation.

Required Qualifications & Experience

- Bachelor's degree in **Civil Engineering, Structural Engineering, Architecture, or a related field.**
- **5+ years of relevant project management experience**, preferably involving construction, healthcare, development, NGO, or infrastructure projects.
- Demonstrated experience managing **third-party contractors and consultants.**
- Experience in project planning, budgeting, procurement, quality monitoring, and contractor management.
- Strong understanding of construction processes, BOQs, drawings, work schedules, and project documentation.
- Experience monitoring project progress against timelines and budgets.
- Strong reporting, coordination, negotiation, and problem-solving skills.
- Proficiency in **MS Office/Excel, project management tools, and reporting systems.**

Desirable

- Experience working with **NGOs, nonprofit organizations, healthcare facilities, or donor-funded projects.**
- Experience managing multiple contractors or projects simultaneously.
- Familiarity with donor compliance and project reporting.
- Knowledge of construction contracts, variation orders, milestone-based payments, and project close-out procedures.

Application

Interested candidates are invited to submit their **CV along with a brief cover letter** highlighting relevant construction/project management experience to:

Email: career@vhcf.pk

Subject: Application – Project Manager, Construction & Infrastructure Projects

Deadline: 22 Oct 2026

VHCF is an equal opportunity organization committed to professional excellence, transparency, accountability, and social impact.