



# Construction Guarantee Fund

## EMPLOYMENT

The Construction Guarantee Fund (CGF) is a Trust/Fund with main objective of providing Bonds & Guarantees to Construction Contractors. The Fund seeks the services of Dynamic, Self-oriented, persons who could assist the team to achieve the objectives of the organization.

### CHIEF OPERATING OFFICER (COO)

The ideal candidate should;

- thorough in interpretation of Conditions of Contracts.
- be able to evaluate contractor capacity, capability, performance & RISK factors when providing financial facilities.
- have fair knowledge in Litigation & Alternate Dispute Resolution.
- demonstrate experience of ethical leadership.
- be able to make business projections to the future.

### SENIOR MANAGER (RISK MANAGEMENT) SM (RM)

Matured in the areas of;

- understanding the Local Construction Industry, its trend and project financing.
- evaluate of projects and the contractor profile for financial facilities.
- remedies to minimize RISK in Construction.
- alternate Dispute Resolution.
- managing construction.

Qualification and Experience for COO and SM (RM)

- Bachelor's Degree in Engineering or / and Chartered Quantity Surveyor or / Bachelor of Business Administration with excellent computer literacy.
- Ten to Fifteen or more years of experience with proven track record of managing a complex enterprise, human resources, finances and operations.
- Experience in Managing Construction
- Understanding the knowledge in IT Hardware / Software / Programming will be an added qualification.
- Understanding verbal and written skills in English & Sinhala. Tamil will be added.

### ASSISTANT MONITORING OFFICERS (CIVIL ENGINEERING)

Qualification and Experience

- NCT, HNDE or similar
- Evaluating projects and progress
- Interpretation of Contract documents
- Minimum 02 years field experience

Candidates with knowledge is preferable

- Condition of Contracts, Cash flow & BOQ
- e-reporting of physical/financial status of projects
- Managing construction
- Identify issues for delays and remedial measures
- Report writing & computer literacy
- Tamil language will be an added qualification

Requirements;

Able to use a motorcycle and work long hours with extensive travel to Provinces Central, Eastern & Western.

### SECRETARY

- Proficiency in reading, writing in all 03 Languages
- Computer literacy and ability to take dictation
- Report writing & Presentation skills
- Translating to other Languages.
- Ability to work with minimum assistance.

Knowledge in Civil Engineering practises will be an added advantage.

A negotiable remuneration package in par with industry norms awaits to the right candidate. The persons who could measure up to the above, send your CV together with 02 non-related referees and your terms to reach the undersigned under registered cover before 20<sup>th</sup> October 2020.

Manager (Administration),  
Construction Guarantee Fund (CGF)  
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