**POSITION**

The Skolkovo Institute of Science and Technology (Skoltech)

Moscow, Russia

The Skolkovo Institute of Science and Technology is pleased to announce a job vacancy for the following position: **Senior Project Manager.**

Skoltech is a recently formed graduate University – a unique international institution polarized around science, engineering and technology – will eventually be home to 200 faculty, 300 post-doctoral researcher and 1,200 graduate students. As a key link in the innovation ecosystem being formed within the context of the Skolkovo Innovation Center, Skoltech will be located on a new campus, which is currently under construction just outside of Moscow. Reporting to the Chief Facilities Officer, this position will serve a critical role in the formation of innovative space for laboratory installations in the new campus, as well as general and laboratory space for temporary installations. The Senior Project Manager will oversee the design, construction, and commissioning for all Skoltech projects, and will play a key role in the development of Skoltech’s new campus facilities, as well as with design teams procured or employed to develop planning concepts and designs for laboratory build-outs over the course of the Institute’s life.

**Primary Responsibilities:**

* Manages the project management team, design/construction teams and contractors as necessary in order to affect the timely delivery of all construction, renovation and fit-out projects within the allotted budget and in accordance with the quality goals set for the project. In execution of these duties the Senior Project Manager (including, but not limited to):
  + **New Campus:**
  + Together with the Chief Facilities Officer ensures the timely input of design, operations and other information required by the Foundation and its subsidiary companies to develop the design documentation for the construction of the new campus.
  + Continually monitors the work effort and implements control over the activities of the contracting agent (tekhnicheskiy zakachik) using established project control instruments (delivery schedule, risk/problem register, RFI register, watch list, tender/RFP plan, etc.) with the aim of ensuring timely delivery.
  + Provides the support of the project management team, and others, as necessary, to ensure timely receipt of construction permits, as well as timely commissioning of engineering networks and buildings.
  + Participates in regular design meetings and ensures timely review of design documentation by Skoltech’s internal Clients and departments (facilities engineering and management, lab engineering, space and architectural planning, and others, as appropriate and necessary).
  + Together with the engineering team determines scope and deliverables for, and manages outsourced consultants tasked with quality control and technical review of design documentation submitted to Skoltech for review/sign-off, as well as with the development of cost plans and budgets for construction.
  + Monitors and controls the cost of design, construction and installation activities to ensure that budget targets are met.
  + **Skoltech-managed Projects:**
  + Together with the Chief Facilities Officer develops appropriate project controls, procedures, and work processes with the aim of ensuring effective, efficient and transparent management of all construction, renovation and fit-out projects.
  + Ensures the timely preparation of project plans for approval by Skoltech Clients and project stakeholders; compiles tender/RFP documentation for the procurement of A/E design, construction and related services, ensures timely approval and transmission of same to internal departments responsible for conducting tenders.
  + Ensures timely receipt of all necessary authorizations from building owners for leased/rented properties when performing construction, renovation or fit-out works.
  + Together with the Financial Analyst prepares cost plans/budgets for proposed works with the aim of ensuring that projected and final cost is in line with budget. Monitors and controls the cost of design, construction and installation activities to ensure that budget targets are met.
  + Together with the Chief Facilities Officer ensures the timely execution of contracts for the procurement of A/E design, construction and related services. Participates in the negotiation and execution of contracts and subsequently monitors and controls performance, quality and budget for all contracts with the aim of meeting established time, quality and cost parameters.
  + Ensures schedule performance by contractors, performs critical path analysis, and proposes solutions to liquidate delays in delivery, prepares consolidated schedules as directed by the Chief Facilities Officer, works with contractors to ensure that all necessary resources to perform are identified, and proposes strategies/tactics for optimizing schedule performance by contractors.
  + Executes the necessary tasks to ensure the timely receipt of all required permits to perform construction, renovation and/or fit-out works, and ensures the receipt of all documentation required for commissioning and occupancy in accordance with applicable legislation/regulations.
  + Assigns tasks to his team based on department goals, objectives, and plans, and ensures effective and timely execution of tasks on all construction, renovation and fit-out projects.
  + Ensures the timely development design documentation and oversees the entire design development process, from concept through as-built drawings.
  + Ensures effective project communications, timely exchange of information between and among all participants, and timely decision-making with the aim of delivering projects within the established time, budget and quality parameters.
  + Ensures timely project reporting and information management on all critical issues, identifies potential risks and threats to the project with the aim of taking effective and timely action to mitigate or eliminate them.
* Where and if necessary, assist clients in finding cost-effective and feasible solutions to problems in a positive, team- and client-service-oriented manner, that demonstrates sensitivity to Clients’ primary objectives, while employing good judgment in balancing cost/benefit in the context of engineering systems and other objectives with project constraints, including legislative/regulatory and Client schedule constraints;
* Promote teamwork with a focus on practical solutions and problem solving from the perspective of the Client and the Institute; takes a lead in the harmonization of operational and engineering issues, and current Russian building codes.
* Develop the appropriate internal relationships to ensure that we are utilizing the expertise available at Skoltech to develop technical requirements and design statements for all construction, renovation and fit-out projects.
* Other duties not specifically enumerated (of a similar kind and level) as directed by the Chief Facilities Officer.

**Key Relations:**

**Reports to:**

* Chief Facilities Officer

**Other key relations:**

* Client teams (as necessary and appropriate)
* Design and/or Construction Contractors
* Foundation and ODPS
* SIC Expertiza/Moscow Approval Authorities (as appropriate)
* Chief Architect and EHS Manager

**Ideal Experience and Qualities:**

Skoltech is seeking a Project Manager who has at least 3 years of experience in management of fit-out projects, with at least 2 of years of experience in the role of Project Manager (or demonstrated equivalent). Experience with large-scale capital construction projects is highly desired. Experience in the academic environment is a plus, but is not required.

The successful candidate will possess the following talent, skills, knowledge and qualifications:

* A Bachelors Degree in Engineering, Construction or Project Management from a recognized, leading educational institution, or demonstrated equivalent;
* Intimate knowledge of appropriate land/building legislation in the Russian Federation (SNiP, SANPiN, appropriate local legislation and tekhnicheskie reglamentiy, land, urban planning and building codes) for both new project approvals and on-going operations;
* A good understanding of best practice in project management, as well as experience working with international design teams in Russia;
* Methodology of analyzing design solutions against criteria especially in the context of cost, schedule and effectiveness;
* Processes of design and design management, the primary elements of construction and design/construction sequencing;
* Excellent judgment and the ability to balance competing objectives in the “big picture”;
* Proven ability to solve problems, especially in the context of conflicting or absent regulations;
* Action and results-orientated; honest and trustworthy; strong work ethic and diligent performer; ability to work cooperatively across an organization with many levels of staff and leadership;
* Attention to detail; sensitivity to various organizational interests; diplomacy; advocacy;
* Self-confidence; resourcefulness; and organizational skills and savvy;
* Ability to maintain composure, dignity, and a sense of humor while creatively and effectively functioning in a work atmosphere of continuously shifting sands and numerous equally important deadlines;
* Ability to work in a start-up environment, under a tremendous amount of uncertainty and stress, being able to feel, appreciate and use the drive of the team is a must;
* Advanced PC skills, experience with modern office and communications software, design and graphics software (AutoCAD and experience with other programs is welcome),
* As English is the working language at Skoltech the successful candidate will be adept in reading, writing and speaking the English language. Fluency in the Russian language is a must.

**Remuneration:**

The successful candidate will be paid a competitive compensation package commensurate with the important responsibilities of this role in delivering Skoltech Institute’s project plan.

**How to apply:**

To apply for this position, please send your application and CV in English to **jobs@skolkovotech.ru**