



# Sioux Valley Dakota Nation

## Employment Opportunity

### **New Housing and Renovation Project Manager**

SVHA

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**POSITION SUMMARY:** The New Housing and Renovation Project Manager will oversee the planning, implementation, and tracking of specific new housing and renovation projects. This includes design, coordination with various stakeholders, monitoring progress, and completion of projects.

**DUTIES INCLUDE:**

- **Project Planning:** Develop detailed project plans, including scope, budget, and schedule. Organize and lead project status and working meetings, prepare and distribute progress reports, manage risks and issues, and adapt projects as necessary.
- **Coordination:** Work directly with architects, contractors, and other project team members to ensure that the project proceeds according to plan.
- **Budget Management:** Oversee the financial aspects of project contracts and coordinate with finance and procurement departments to ensure proper billing and payments.
- **Quality Control:** Ensure that the project's deliverables are on time, within budget, and at the required level of quality. Conduct regular inspections to ensure compliance with plans and specifications.
- **Risk Management:** Identify and manage potential risks. Develop contingency plans and manage the recovery if issues occur.
- **Stakeholder Communication:** Report project status and issues to stakeholders regularly. Establish a communication schedule to update stakeholders on the progress of the project.
- **Regulatory Compliance:** Ensure all works are carried out in compliance with local building codes and regulations.
- **Additional Duties:** Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice as the needs of the company and the role evolve.

**QUALIFICATIONS:**

- Bachelor's Degree in Construction Management, Architecture, Engineering, or related field.
- Proven experience as a Project Manager in the housing and renovation industry.
- Proficient in project management software.
- Knowledge of building codes and construction safety regulations.
- Strong communication, interpersonal, and leadership skills.
- Excellent problem-solving skills.
- Ability to manage multiple tasks and have excellent follow up skills both internally and externally.
- Proven ability to work in a fast-paced environment.

**COMPETITION NUMBER: 202394**

**Submit cover letter and resumes indicating Competition # to:**

Human Resources Department  
Sioux Valley Dakota Nation  
P.O. Box 38  
Griswold MB R0M 0S0  
PH: 204-855-2761 FAX: 204-855-2131  
E-mail: [hrapplcations@svdngovernance.com](mailto:hrapplcations@svdngovernance.com)

*We thank all who apply but only those selected for an interview will be contacted.*