



# VACANCY NOTICE

## CHANGE AND PROJECT MANAGER

Suitably qualified applicants are invited to apply for the position of Change and Project Manager within the Change Management and Project Office (CMPO).

### REPORTING LINE:

The Change and Project Manager reports to the Head of Change Management and Project Office (CMPO).

### JOB SUMMARY:

- Responsible for managing assigned strategic projects within the Beverage Sector and ensuring successful execution and implementation. This may include preparation of feasibility studies, submittal for project approval, execution of project activities, management of change and project close-out.
- Support of change and project management within all breweries including guidance on procedures, tools and techniques.
- Support embedding of Management of Change Policy throughout the Sector with emphasis on implementation of tools, systems, training and oversight to ensure adherence to procedures.

### MAJOR RESPONSIBILITIES:

1. Support the Strategic Agenda of the Company through superior project management. Lead project teams through project design, development and implementation in a cross functional environment through all project phases in a timely manner. To oversee the execution of projects inclusive of:
  - a. Project Scheduling
  - b. Cash flow management
  - c. Sub-contractor management
  - d. Adherence to Regulatory and Safety requirements/standards
2. Achieve project results working closely and collaboratively with executive sponsors, process owners and project teams. Serve as the project liaison by building, maintaining and managing relationships with key stakeholders in executive management.
3. Provide engineering designs, or review consultant or contractor designs for civil, structural or mechanical works.
4. Review and approve Project Workplans in consultation with the Project or Business Sponsor's input and approval.

5. Develop and train project managers/teams on PMO processes tools and templates.
6. Lead and monitor the project dashboard which contains short/long term critical goals in which the leadership team can use to track Key Performance Indicators (KPIs) and milestones across the project functions. Monthly reporting to executive team.
7. Monitor, review and approve recommendations on issue resolution and risk mitigation plans.
8. Monthly reporting to the Executive Team.
9. Provide coordination support to other project managers/teams on impacted projects/areas within the company.
10. Provide regular communication on project updates including issues/risks that impact project progress with all appropriate stakeholders. Provide technical advice and guidance to decision makers for escalated issues and risks.
11. Maintain advantageous business alliances/associations with consultants and service providers through effective networking and negotiation and represents the Company at requested forums/conferences as required.
12. Participate in the development of budget, planning and control of resources necessary for the implementation of new projects and programs.
13. Design and implement key performance metrics to measure efficiency and effectiveness (quality, cost and delivery) of projects before, during and after execution.
14. Oversee the preparation and monitoring of budgets for Capital Expenditure within the Sector.
15. Support the adherence to the Management of Change Process and Procedure within the ISO Framework.
16. Consistently adhere to all company systems and procedures (inclusive of HSE and D365 requirements) so that operational efficiency and industry accepted quality are achieved.
17. Any other duties as assigned.

### **QUALIFICATIONS AND EXPERIENCE:**

- B.Sc. Degree in Engineering, preferably Civil, Structural or Mechanical, or any other suitable qualifications.
- Project Management Professional (PMP) certification, post-graduate degree in Business Management, Project Management or similar training/experience.
- At least 10 years' management experience in project management and leading cross-functional teams with proven track record in contributing to organization success.
- Change Management certification (such as PROSCI) would be considered an asset.
- Experience in a manufacturing environment would be considered an asset.

### **KNOWLEDGE AND SKILLS:**

- Skills in Project management and Contract management.
- Ability to lead cross-functional teams.
- Ability to assess quantitative and qualitative impacts on business metrics.
- Effective communication, analytical, logical and interpersonal skills.
- Decision-making skills.
- Proven capability to engage at senior leadership levels.

- Business acumen.
- Effective people leadership and supervisory skills.
- Ability to lead change and innovation.
- Proficient in Microsoft Office Suite including Microsoft Project.
- Proficiency in AutoCad will be considered an asset.
- Ability to prepare and deliver concise and informative reports and presentations.
- Excellent time management skills.

Applications should be e-mailed to [hr@caribbrewery.com](mailto:hr@caribbrewery.com) on or before May 2<sup>nd</sup>, 2025.  
Hardcopy applications should be addressed and submitted as follows:

**Application – Change and Project Manager**  
Human Resource Department  
Caribbean Development Company Ltd.  
Eastern Main Rd., Champs Fleurs.