



Job Description

OVERVIEW	
Job Title	Project Manager
Department	PMO
Reports to	Project Director
Supervises	Project Team
Location	Head Office/Site Office
Full Time/Part Time	Full Time
Working Hours	7.00 AM – 4.00 PM (1 hour lunch)

QUALIFICATION/REQUIREMENTS	
Educational Level	Min. Bachelor's Degree in Engineering
Experience	10-15 Years of Experience
Skills	Excellent communication skills (verbal/written)
Role Specific Certification	<ul style="list-style-type: none">Proficiency in MS Office SuiteHands-on Exp./Knowledge of Oracle, Dynamics AX ERPs, P6, AutoCAD desirablePrior Saudi Aramco approvals as a Project Manager/PMP Certifications are required.

COMPETENCIES	
CORE	FUNCTIONAL
Leadership ability	Time Management
Conflict management skills	Organizational Skills
Conceptual planning ability	Computer Literate
Risk assessment/management	Problem Solving
Knowledge of project controls	Maintaining Confidentiality
Schedule, Budget and Target Oriented	
Knowledge of Industry Standards and Busi. Practices	

KEY ACCOUNTABILITY	
Tasks/Responsibilities	
<ul style="list-style-type: none">Plans all phases of the project lifecycle from initiation to completion.Obtains all necessary regulations and permits in compliance with contractual requirements as indicated by the client.Orders necessary supplies, tools, and equipment.Manages the entire project team and oversees their work aligned to project specific tasks.Collaborates with architects, respective discipline engineers and other project specific specialists.Develops and adheres to the budget, timeline, and quality control plan.Accumulates and submits testing and inspection logs, quality assurance reports, and punch lists.Ensures that all local, state, and national codes and regulations and safety precautions are followed.	



- Uses scheduling software to update schedules, track progress, and document project progression.
- Ensuring project KPIs such as Schedule Variance (SV), Cost Variance (CV), Cost Performance Index (CPI), Schedule Performance Index (SPI), Scope Creep, Resource Utilization, Earned Value (EV), Planned Value (PV), Actual Cost (AC) etc. are all met and stays within the budgeted/targeted levels.
- Responsible for verifying and evaluating Engineering, Procurement, Construction activity in compliance with baseline schedule. Shall have pro-active role in identifying risk and prepare a risk response strategy to comply with the baseline schedule.

Authorities

- Responsible for Managing project team personnel and their affairs.
- Managing the day-to-day activities at office/site and recommend appropriate measures to improve the team's efficiency and an overall project progress.

Reporting

- Report project accomplishments to stakeholders and the Project Director
- Communicate with stakeholders on scheduling, staffing, technical requirements, or any changes in the project.
- Review construction progress and address the needs of the stakeholders at various stages of the project.
- Monitor the project progress and report to the Project Director.

SIGNATURES

Employee - I have read and understood the job description and confirm my full compliance.

Name:	Signature and Date:
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Reporting Manager Approval

Name:	Signature and Date:
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HR Manager Approval

Name:	Signature and Date:
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