

## ROLE DESCRIPTION DOCUMENT

### BASIC INFORMATION

Position Title	Project Engineer		
Job Family	Management	Department	Events

### ROLE DETAILS

*To be filled up as per the requirement of the Division / unit / function / Territory*

Grade	TBC	Reporting To	CEO
Division	Events & Publication	Unit	Birba Energy LLC

### LOCATION DETAILS

*Please mention the correct office location of the Role selected above and fill in the other geographic details*

Base Location (City)	Muscat	Country	Oman
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### Job-Holder Specifications

QUALIFICATION	Basic Qualification / Education / Vocational Training	Bachelor's degree in Engineering. Candidates with environmental engineering backgrounds are preferred.
	Advanced Qualification / Certification / Specialist Training	<ul style="list-style-type: none"> <li>Certifications in project engineering and management</li> <li>Additional qualifications in environmental studies/sustainable energy/renewable energy</li> </ul>
EXPERIENCE	Minimum Experience	3 Years
	Specific / Relevant Experience	3 years
COMPETENCIES	Functional Skills and Capabilities	<p>Behavioural Competency:</p> <ul style="list-style-type: none"> <li>Excellent communication skills</li> <li>Detail-oriented and patient</li> <li>Innovative and creative</li> <li>Responsibility and accountability</li> <li>Open-minded but firm</li> </ul> <p>Technical Competency:</p> <ul style="list-style-type: none"> <li>MS Office skills</li> <li>Project management tools like Miro, Doodle, and Slack</li> <li>Communication software like Zoom and Teams</li> <li>Some designing experience is a plus.</li> <li>Ability to multi-task and coordinate</li> <li>Sound knowledge of the latest trends and developments in the industry</li> <li>Ability to apply new learning &amp; technology.</li> </ul>

### JOB INTERACTIONS

KEY INTERNAL INTERACTION WITH	NATURE OF INTERACTION
CEO	Reporting of activities, signing off on agenda, speakers, etc
Graphic designer	Preparation of materials for the conference
Marketing team	Communication and marketing updates for the website
KEY EXTERNAL INTERACTION WITH	NATURE OF INTERACTION
Speakers	Confirmation and follow-up
Technical Committee	Finalize agenda and speakers

### Objective

The job holder is responsible for the preparation of the agenda for the events conducted by the company. She would also manage communication and coordination with speakers, sponsors, exhibitors, and government ministries. She would be responsible for conducting research and sharing the details with the company. She would be responsible for the coordination and scheduling of meetings with various stakeholders.

### Key Responsibilities

- Responsible for structuring the event and designing the agenda
- Identifying and coordinating with sponsors, exhibitors, speakers, etc
- Preparation of the agenda and modifying the same as required and communicating changes to all concerned parties
- Finalizing the themes of the event/sessions
- Coordinating with various stakeholders to ensure that the agenda is in place and executed promptly and smoothly
- Follow-up with confirmed speakers
- Update the agenda and communicate changes
- Coordinate and attend meetings with the Ministries and Technical Committee
- Research various business opportunities for the company (various kinds of summits etc)
- Research various new kinds of renewable energy, new technologies for storage, sustainability, etc
- Routine research of events in the energy sector in MENA and worldwide
- Research relevant topics, popular speakers, and sponsors for the event
- Collect feedback from attendees of the event and make improvements for future events based on the same
- Prepare proposals for new events based on research completed and demand in the region
- Target at least 3-4 events per year related to the energy sector
- Constant communication with sponsors, speakers, ministries, technical committee members, internal team members, and CEO
- Scheduling meetings with various stakeholders
- Managing speakers and delegates expectations efficiently
- Handling complaints, sponsor feedback, and issues deftly and diplomatically

### Key Performance Indicators

- Well-designed agenda reflecting changes as they occur
- Stakeholder management (speakers, sponsors, ministries)
- Successful scheduling and coordination of meetings
- Communication with external stakeholders
- Communication with internal team members
- Customer relationship management
- Robust research on companies, topics, speakers, events

Validated by		Revised by	
Validated on		Revised on	