



Job Description

OVERVIEW	
Job Title	Planning and Estimation Engineer
Department	Bidding
Reports to	Bidding Manager
Supervises	None – Need to define if any?
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 or Similar Qualification
Experience	5-8 years of experience in Similar Field
Skills	Excellent communication skills (verbal/written)
Role Specific Certification	<ul style="list-style-type: none">Proficiency in MS Office SuiteKnowledge of Oracle, Dynamics AX ERPs desirablePrior Contracts/Cost Eng. Approvals from Saudi Aramco/PMP/CCP Certification preferable

COMPETENCIES	
CORE	FUNCTIONAL
Project Management	Time Management
Strong Analytical, Critical and Logical Thinking	Organizational Skills
Ability to work under pressure	Computer Literate
Handson experience on P6 is a must	Problem Solving
Self-motivated	
Conflict Resolution Skills	
Excellent Interpersonal Skills	

KEY ACCOUNTABILITY	
Tasks/Responsibilities	
<ul style="list-style-type: none">Studies and reviews thoroughly the Bid Package issued by Client.Participates in Proposal Kick-off /Classification Meetings.Plans, schedules and provides work direction as required for preparation of designs, processes, reports, correspondence and related data and assures the efficiency, adequacy and conformance to overall objectives of all phases engineering problems.Support the development and formulates the basis for engineering studies in any of several basic or special engineering fields by analyzing and evaluating all data pertinent to problems.Evaluates data as to scope, effect on existing installations, economic value, long range planning and budgetary considerations.Leads the activists of project proposal that include development of scope, functions, interrelationship,	



integration, physical solution definition, cost estimate, etc.

- Develops technical and commercial proposal in accordance with project requirement, market scenario and commercial judgment.
- Performs work and/or delegates work to other engineers for final development of specialized or technical proposals and proposed projects.
- Develops project execution schedule in tendering phase.
- Brings all elements of a project together, makes certain that all elements proceed satisfactorily on schedule and within the money allowed; and initiates corrective action as required.
- Reviews cost estimates, recommendation from vendors and consultants. Estimates costs, prepares justifications and completes expenditure requests as required.
- Assists project management team in developing project schedule during execution.
- Assists project management team in implementing effective budget control.
- Manage and ensure effective implementation of policies, procedures and controls covering all areas of assigned.

Authorities

- Not Applicable – Need to define if any

SIGNATURES

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

Name:

Signature and Date:

Reporting Manager Approval

Name:

Signature and Date:

HR Manager Approval

Name:

Signature and Date: