

# JOB DESCRIPTION

Title	<b>Project Manager</b>	Job Classification Number	<b>A 00140</b>
Department /Project	<b>Operations</b>	Job Family Name	<b>Operations</b>
Reports to	<b>Manager of Projects</b>	Effective Date	<b>01 Jan 2005</b>

## **MAIN PURPOSE OF JOB**

To manage projects within budget, time schedules, statutory requirements and Company's procedures ensuring compliance with HSE and QA/QC policies and customer satisfaction.

## **JOB OBJECTIVES**

1. To represent the Company and enhance relationships in dealings with clients, consultants and regulatory authorities.
2. To prepare the project execution plan for management review and approval and manage approved plan to achieve project deliverables and timeline objectives.
3. To review contract documents and administer all issues related to the project in conjunction with Senior Project Manager / Manager of Projects in accordance with Company's policies and procedures.
4. To manage resources and expenses to achieve contract completion within budget and time frame.
5. To liaise with the HSE and/or Quality Department for the preparation and publishing of project safety and or quality manuals to ensure Company's Health, Safety & Environment standards are met.
6. To ensure timely payments are received from the customer in accordance with contract conditions.
7. To identify and ensure skills and training needs of assigned manpower are aligned to project requirements and support recruitment activities to source technically competent personnel for the project.
8. To participate in the pricing of tenders and technical documentation for upcoming projects as required.
9. To lead a Project team to ensure timeframes and customer satisfaction are met.
10. To identify and scope any additional works and technical upgrades not covered in the contract to enhance the project deliverables, customer satisfaction and improve Company's revenue.

## **ESSENTIAL WORK ACTIVITIES**

- Implementing / Coordinating
- Supervising / Directing
- Planning
- Representing / Selling
- Checking
- Influencing / Advising
- Disciplining / Disputes / Grievances
- Motivating

## **SAFETY AND QUALITY RESPONSIBILITIES**

- Maintain standards of safety and comply with Company's Health, Safety & Environment Management System requirements.
- Take reasonable care of own health and safety and that of others in the workplace.
- Follow and maintain Company standards of Quality in accordance with Company Quality System requirements.

## JOB DESCRIPTION

Title	<b>Project Manager</b>	Job Classification Number	<b>A 00140</b>
Department /Project	<b>Operations</b>	Job Family Name	<b>Operations</b>
Reports to	<b>Manager of Projects</b>	Effective Date	<b>01 Jan 2005</b>

**EDUCATION, SKILLS AND EXPERIENCE****Essential:**

- A Bachelors degree in Engineering in any discipline ( as appropriate)
- Project Management theory
- Communication Skills
- Leadership Skills
- Negotiation Skills
- Planning
- Reading
- Computer Skills
- **12 to 15 Years** of Work Experience; **out of which 10 years experience in leading a team of senior engineers**

**Desirable:**

- Knowledge of Finance
- 10 to 15 years of Project related work experience.
- Knowledge of Company Policies