

## JOB DESCRIPTION

Title	<b>Proposals Manager</b>	Job Classification Number	<b>A 00519</b>
Department /Project	<b>Estimation &amp; Proposals (ABJ Fabrication Workshop)</b>  Proposals Department manages the proposal cycle for all operational areas throughout the Middle East. The department has end-to-end responsibility for tenders from the initial decision to bid, through offer preparation to the submission of proposals. It takes a leading role in negotiations with the client. After a contract has been signed, the Proposals Department organizes the transition to the operational phase.		
Reports to	<b>Work Shop Manager</b>		

### **MAIN PURPOSE OF JOB**

To assume overall responsibility for managing, co-ordinating and administering of the Company proposal effort on all selected proposals, from the BID/NO BID approval cycle through to submittal of the BID to the Client, incorporating the pre-bid stages of definition, planning, conceptual engineering, procurement, construction and start-up, including operation and maintenance requirements, risk assessment, estimating and interpretation and clarification with others on contractual, commercial and technical terms and conditions and required deliverables in compliance with the RFP. To include all negotiations, jointly with the Tendering Manager.

### **JOB OBJECTIVES**

1. To organize staff and lead KN team to ensure proposal targets are achieved and met in conformance with the RFP requirements.
2. To coordinate with Contracts, in reviewing the prime contract documents and data, develop risk profiles and establishes plans, schedule and budgets for proposal obligations and review the technical input.
3. To take the lead in coordinating the planning and execution of the work with organizations such as Operation, Engineering, Procurement, Project Controls, Construction, Commissioning and other services to achieve a compliant Proposal.
4. To initiate and direct the planning and development of the Preliminary Project Execution Plan (PPEP), scope definition, project procedures, budgets, and project schedules.
5. To review Proposal Summary and lead the presentation of the Proposal to KN senior management for their review and approval.
6. To ensure that all Client's contacts, including major correspondence and working relationships between KN and the Client, is maintained throughout the duration of the proposal. Monitors and controls all contractual commitments to ensure that all work is being performed in accordance with the RFP, specifications, drawings and "terms and conditions" of the RFP.
7. To review procurement strategy to ensure compatibility with proposal project plans, schedules, and budget.
8. To conducts periodic proposal and Client's meetings to review progress and discuss issues. To ensure the project teams resolve problems involving co-ordination, schedule and the setting of priorities.
9. To prepare or direct the preparation of progress and special reports to KN management.
10. To provide, on behalf of KN, for the administration of consultants providing engineering services, construction services, materials, or equipment for the proposal.
11. To oversees the preparation of the Project Summary and "back-up" for KN management.
12. To assist in the training of new proposal/project managers through both formal training courses and on-the-job training.
13. To promote the management concept of Continuous Improvement (CI) among all members of the project team.
14. To promote and practices team building across the project.

### **EDUCATION, SKILLS AND EXPERIENCE**

#### **Essential:**

- A Bachelors Degree in a Mechanical Engineering

## **JOB DESCRIPTION**

- Leadership & Supervision
- Strong negotiations skills
- Strong commercial flair
- Data Analysis
- Risk Assessment
- Tendering, proposal and contract development

### **Skills and Experience:**

- 20 years of experience in Tendering, Estimation, Contracts, Business Admin and Management for fabrication workshop such as pressure vessels, pips, and steel structure.
- Will have been involved with all aspects of Project Management, including assignments in Engineering, Construction and Operations all at Senior Management Levels.
- Extensive progressive work experience, including management preferably in project, engineering and construction management.
- Knowledge of construction, engineering and procurement and other project-related activities, including their interfaces and interdependencies.
- Knowledge of Business Development / Tendering / Proposal / Contract / Engineering / Project Management.
- Strong commercial flair & risk assessment & technical expertise.
- Understands and practices leadership principles. Ability to be people sensitive, to promote an open and informal communication environment, to develop mutual trust and teamwork, and to facilitate employee self-development.