

	JOB DESCRIPTION QUALIFICATION	Date	10-Oct-2011
		Revision	00
JOB TITLE: PROJECT MANAGER (Belt Conveyor System)		SKILL CODE:	CLASSIFICATION: Specialist & Managerial
DEPARTMENT: Operations	REPORTS TO: General Manager-Operations		
JOB SUMMARY: Closely collaborates with General Manager-Operations in directing, coordinating and exercising functional authority for all control, organizing, planning, integration, and completion of the Belt Conveyor System projects within his area of assigned authority.			
PRIMARY DUTIES AND RESPONSIBILITIES:			
<ol style="list-style-type: none"> 1. Monitors and directs, in collaboration with the Project Management Team, the construction ground and elevated Belt Conveyors to include Transfer Towers to ensure objectives are accomplished within the prescribed time frame and budget parameters. 2. Prepare technical planning and scheduling of works including resource loading. Reviews periodic status reports and presents reports for General Manager-Operations, including monthly summary report. 3. Oversee and supervise all Subcontractors' scope of work and related activities. 4. Complies with the highest level of safety during all stages of project execution to avoid any type of incidents and accidents. 5. Inspects work in progress to ensure conformity with QA/QC Quality Management System, requirements and specifications, Industry Codes, Saudi Aramco Standards and Procedures and provide technical advice to resolve problems. 6. Department on-boarding and induction (procedures, guidelines, policies, etc). Collaborates with his Superintendents in directing and supervising of all work forces. 7. Assess and reviews the project Key Performance Indicators to determine accurate status of project, making tactical decisions for allocating resources, and assigning staff requirements, to maintain project on target. 8. Manage changes to Engineering scope, prepare correspondence and assist in obtaining written client approval on all changes before proceeding with the work. 9. Prepares technical reports for corrective actions if project becomes behind schedule or overspends budget, and presents to General Manager-Operations with recovery plan. 10. Department on-boarding and induction (procedures, guidelines, policies, etc). Collaborates with his line supervisors in directing and supervising personnel. 11. Ensures all work groups have effective resources and perform with expected efficiency and productivity. 			
SECONDARY DUTIES AND RESPONSIBILITIES:			
<ol style="list-style-type: none"> 1. Complies with all statutory requirements connected with the implementation of project. 2. Ensure proper closeout of project including transmittal of final documentation to client. 			
WORK EXPERIENCE: With 10 to 15 years experience in general engineering, oil and gas industry, petro-chemicals plant job environment, and for the past 5 years had supervise/oversee Belt Conveyor and other Bulk Material Handling System.		OTHER SKILLS AND COMPETENCIES: Should have leadership and team building skills. Should be conversant with planning and monitoring methods. Should possess good communication verbal and written	

<p>Should have strong project execution capabilities and have proven track record of executing the projects.</p> <p>Has been responsible for major construction projects in excess of \$300 million.</p> <p>Middle East management experience is considered essential.</p>		<p>skills and sound judgment.</p> <p>Must be able to develop strong relationships and accounts with clients.</p> <p>A creative thinker and excellent organizer.</p>			
<p>ACADEMIC EDUCATION: Bachelor Degree in Industrial/Mechanical/Electrical Engineering from a reputable university or colleges.</p>		<p>CERTIFICATIONS: Diploma in Engineering</p>		<p>LICENSES: Preferably Licensed Engineer</p>	
<p>TRAININGS:</p>		<p>WORK CONDITIONS: Can work with less supervision and under pressure.</p>			
		<p>OTHER REQUIREMENTS: AGE: MINIMUM – 40 years old MAXIMUM – 55 years old</p>		<p>COMPUTER KNOWLEDGE: E-mails and other Window-Based applications.</p>	
		<p>DRIVING SKILLS: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p>			