

	<b>JOB DESCRIPTION QUALIFICATION</b>	Date	10-Oct-2011
		Revision	00
<b>JOB TITLE:</b> PROJECT MANAGER (Pipeline)		<b>SKILL CODE:</b>	<b>CLASSIFICATION:</b> Specialist & Managerial
<b>DEPARTMENT:</b> Operations	<b>REPORTS TO:</b> General Manager-Operations		
<b>JOB SUMMARY:</b> Closely collaborates with General Manager in directing, coordinating and exercising functional authority for all control, organizing, planning, integration, and completion of the pipeline projects within his area of assigned authority.			
<b>PRIMARY DUTIES AND RESPONSIBILITIES:</b> <ol style="list-style-type: none"> <li>1. Monitors and directs, in collaboration with his PMT, (Project Management Team), all site activities to ensure objectives are accomplished within the prescribed time frame and budget parameters.</li> <li>2. 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.</li> <li>3. Manage changes to Engineering scope and assist in obtaining written client approval on all changes before proceeding with work</li> <li>4. Prepares reports for corrective actions if project becomes behind schedule or overspends budget, and presents to General Manager with recovery plan.</li> <li>5. Reviews periodic status reports prepared by PMT Managers. Prepares and presents reports for General Manager, including monthly summary report.</li> <li>6. Confers with his PMT Managers to provide technical advice and to resolve problems.</li> <li>7. Department on-boarding and induction (procedures, guidelines, policies, etc). Collaborates with his PMT Managers in directing and supervising personnel.</li> <li>8. Provide staff on the job training with skills training programs, with the aim of increasing worker skills and personnel development.</li> <li>9. Ensures all PMT departments have effective resources and perform with expected efficiency and productivity.</li> </ol>			
<b>SECONDARY DUTIES AND RESPONSIBILITIES:</b> <ol style="list-style-type: none"> <li>1. Complies with all statutory requirements connected with the implementation of project.</li> <li>2. Ensure proper closeout of project including transmittal of final documentation to client.</li> <li>3. Complies with the highest level of safety during all stages of project execution to avoid any type of accidents.</li> </ol>			
<b>WORK EXPERIENCE:</b> With 10 to 15 years experience in the Oil & Gas industries specifically with pipeline, compression, or gas processing facilities, including four (4) years of project engineering experience.  Has been responsible for major construction projects in excess of \$300 million.  Middle East management experience is considered essential.		<b>OTHER SKILLS AND COMPETENCIES:</b> Must have proven leadership ability, communications skills, interpersonal skills, and sound judgment.  Must be able to develop strong relationships and accounts with clients.  A creative thinker and excellent organizer.	

<b>ACADEMIC EDUCATION:</b> Bachelor Degree in Industrial/Mechanical Engineering from a reputable university or colleges.	<b>CERTIFICATIONS:</b> Diploma in Engineering	<b>LICENSES:</b> Preferably Licensed Engineer
<b>TRAININGS:</b>	<b>WORK CONDITIONS:</b> Can work with less supervision and under pressure.	
	<b>OTHER REQUIREMENTS:</b> AGE:  MINIMUM – 40 years old MAXIMUM – 55 years old  DRIVING SKILLS: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Physically strong and healthy.	<b>COMPUTER KNOWLEDGE:</b> E-mails and other Window-Based applications.