

JOB DESCRIPTION

Position Title	
Company	
Grade / Level	
Division / Department	

1. JOB PURPOSE

<ul style="list-style-type: none"> •

2. ORGANISATIONAL CHART

3. PRINCIPAL ACCOUNTABILITIES

Accountabilities	Major Activities
Planning	<ul style="list-style-type: none"> ➤ Define the scope of the project execution in collaboration with senior management objectives ➤ Create a detailed work plan which identifies and sequences the activities needed to successfully complete the project ➤ Determine the resources (time, money, equipment, etc) required to complete the project ➤ Develop a schedule for project completion that effectively allocates the resources to the activities ➤ Align all cross functional activities in a proper sequence in order to achieve the project execution as per desired pace. ➤ Review the project schedule with senior management and all other staff that will be affected by the project activities; Update the schedule as required ➤ Determine the objectives and measures upon which the project will be evaluated at its completion
Resource allocation and Management	<ul style="list-style-type: none"> ➤ Manage project staff as per established policies and practices of the organization and as per project execution plan. ➤ Ensure that all project personnel receive an appropriate orientation to the project and knows the objective and targets of Projects. ➤ Ensure deputation of qualified contractors for the job. ➤ Understanding of ramping up of manpower at appropriate stage of project. ➤ Effective and optimum utilization of heavy equipments and specific tools and tackles and other resources.

<p>Execution of Project</p>	<ul style="list-style-type: none"> ➤ Execute the Project according to the Project plan ➤ Day to day planning, execution and timely solution to any hurdles which can affect project progress ➤ Making daily tasks lists and delegating responsibility ➤ Arranging and leading on regular team meetings ➤ Coordination among cross function activities which are necessary to maintain the sequential progress of project. ➤ Review of drawing and distribution to concerned staff on regular basis ➤ Ensure people at site are using latest version of drawing by having close co ordination with engineering consultants. ➤ Having close tab on material availability in time, based on different stages of project by having close coordination with Procurement team. ➤ Work with full safety by ensuring complete usage of PPE's / following permit system by everyone at execution site. ➤ Having regular tool box talks based on current day's activities. ➤ Develop forms and records to document project activities ➤ Set up files to ensure that all project information is appropriately documented and secured ➤ Monitor the progress of the project and make adjustments as necessary to ensure the successful completion of the project ➤ Establish a communication schedule to update stakeholders including appropriate staff in the organization on the progress of the project ➤ Review the quality of the work completed with the project team on a regular basis to ensure that it meets the project standards ➤ Maintain various protocols among cross functional activities completion
<p>Monitor Control and</p>	<ul style="list-style-type: none"> ➤ Prepare progress reports on the project for management (Daily, Weekly and Monthly) ➤ Timely Communication with management/ stake holders as per requirement ➤ Monitor progress of Project as per schedule and modify schedule if required. ➤ Having close control on critical path activities and highlights it in his reports and suitable support should be asked to meet out the deadlines if required. ➤ Carry out necessary changes at site to take care of abnormal situation. ➤ Control all the documents and any changes in site should be well documented in drawings. ➤ Monitor all the construction expenses and maintain those within the budget. ➤ Timely highlight if there is any over run and suitable action to be taken by optimization of resources/ material so as the overall cost can be maintain within budget. ➤ Ensure that all financial records for the project are up to date
<p>Project Close Out</p>	<ul style="list-style-type: none"> ➤ Ensure that the project deliverables are on time, within budget and with the required level of quality ➤ Evaluate the outcomes of the project as established during the planning phase ➤ Prepare and submit the Project execution closure report to the senior management.

4. SKILLS AND KNOWLEDGE

Educational Qualifications

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Functional Skills

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| <ul style="list-style-type: none">➤ Understand ethical behavior and business practices, and ensure that own behavior and the behavior of others is consistent and aligns with the values of the organization.➤ Communication Skills- Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.➤ Demonstrate ability to manage multiple Tasks simultaneously, set priorities, identifies and addresses problems, meet deadlines, and stay within budget.➤ Good time management, organizational and planning skills.➤ Ability to manage personnel and high level of leadership and mentoring skills➤ Ability to influence peers, superiors and subordinates with equal comfort, using well developed interpersonal and communication skills.➤ Knowledge of plant equipment and constructional details of plant machinery.➤ Knowledge of Modern Project Execution Techniques.➤ Ability to solve complex situation during project execution through scientific and proven problem solving techniques.➤ Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.➤ Ability to manage proactively in a fast – paced work environment and achieve targets with ownership and responsibility for outcome of results.➤ Systems orientation and a healthy respect for systems and procedures.➤ Ability to quickly adapt with ease to changing organizational and business needs. |
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