

Job/ Position details

بيانات الوظيفة وموقعها

1. **Job Identification Number (JID): Ops-1304**
2. **Job Grade (JG): Eight (8)**
3. **Job Level (JL): TBA**
4. **Job Title (JT):Projects Manager**
5. **Reports to: Technical Operations Director**
6. **Company (Group Business Unit): MEET Group**
7. **Location and/or Site: Headquarter**
8. **Division/Directorate: Technical Operations**
9. **Department: Technical Operations**
10. **Section: Projects**

Job/Position Summary:

- The job incumbent works closely with the Technical Operation Director, Section Heads and Team members and management in the planning, coordination, implementation and evaluation of all Triggered Projects' activities in accordance with the Strategic Business Plans executed by MEET Group.
- The major role of Project Manager is to ensure controlled delivery of MEET Group's projects and services from the signing-up of an agreement through to delivery, live hosting, maintenance and technical support.

Job/Position Principle Accountabilities:

1. Manages projects critical paths, milestones and monitoring mechanisms for the ensuring high quality and timely achievement of all targeted deliverables.
2. Sets up the project structures and network, based on comprehensive project management solutions that enables effective management of working schedules, resources, assigned documents and materials, costs, and budgets, analyzing project profitability, revenue, margins, bill rates and utilization.
3. Ensure that project team members are notified of workflow to fulfill the project-related tasks according to the overall established network.
4. Ensure using advanced techniques, methods, tools and equipment maintaining full integration between project and document management that enables direct access to project managers and team members
5. Continuously follows-up all phases of ongoing projects are supported from concept through to planning and execution to the closing of a project, ensuring all types of pre-defined reports allow effective project controlling regarding progress, costs, budgets, schedules and resources-Project-oriented procurement are enabled via seamless integration
6. Supports out-of-the-box reporting for all aspects of a projects progress analysis (including milestone trend analysis), cost and budget controlling, schedules, and resources.
7. Determine new supplies' needs, and make recommendations, providing visibility (or viability) study on major projects concerning such items as utilities, expansions, new installations, adjustments ...etc.
8. Validate projects' implementation systems, and participate with QC&QA during the validation of such systems.
9. Oversees continued exchange of information and co-ordination of schedules and assignments to ensure carry-out of the needed work with a minimum of interruption; setting and adjusting priorities to cope with emergencies and changing requirements of the business.
10. Evaluate the need, investigate the offering to suppliers, negotiate with them concerning specifications and price and prepare **Capital Appropriation Request** according to the established policies and procedures.

11. Determines appropriate revenue recognition, ensures timely and accurate invoicing, and monitors receivables for project.
12. Monitors revenue models, P/L, and cost-to-completion projections and makes decisions accordingly, applying the established pricing models and billing procedures.

1. Knowledge:

- B.Sc. Engineering Degree having a minimum of Seven years of experience in a similar position.
- Demonstrated experience in leading and managing complex projects that are strategic in nature and scope
- Should possess excellent organizational skills with demonstrated ability to execute projects on time and on budget.
- Strong interpersonal, communication, facilitation and presentation skills
- Strong analytical and problem solving skills
- Ability to work independently and with minimal supervision
- Demonstrated ability to work in mass-team settings.
- Good computer skills, proficient with MS Office applications
- Ability to communicate effectively in both English and Arabic languages.

2. Complexity and Judgments

- Identifying and securing resources and budgets and creating and managing project plans.
- Ensuring all work adheres to the Group policies, safety rules, statutory regulations and Customer requirements.
- Initiative and self-starter who takes ownership and acts pro-actively to make things happen.
- Effective and thorough Time Management and Results, aligning activities and resources to achieve goals within changing parameters; gets things done to the highest level of quality and impact.
- Systematically monitors achievements and progress of execution and seeks ways of Continuously improving.
- Outstanding ability to build internal and external partnerships and alliances for the exchange of knowledge, experience and services for mutual benefits; fosters opinions of individuals from different backgrounds and cultures.
- Successfully balances the needs of the customer with the constraints and the priorities of MEET Group.
- Outstanding ability to understand complexities, makes a sound problem assessment and crystallizes the issues; breaks down complexity into concrete tasks and activities with a strong attention to detail.
- Inspires coworkers to attain goals and pursue excellence.
- Identifies opportunities for improvement and makes constructive suggestions for change.
- Manages the process of innovative change effectively.
- Consistently acknowledges and appreciates each team member's contributions, motivating team to work together in the most efficient manner.
- Manages day-to-day client interaction, meeting client expectations and continually seeks opportunities to increase customer satisfaction and deepen client relationships.

3. Responsibility - A. Freedom to Act

- Obtaining sign off from customer on completion of a deliverable.
- Excellent at scheduling with a talent for pushing the project along, keeping everything on track on an enthusiastic and committed attitude.
- Manages concurrent emergencies with available resources setting and adjusting priorities in the face of competing requirements.

Job Description

- Effectively and proactively manages difficulties of planning work in the face of continuing changes in projects' schedules.
- One of his major challenges is to revise his organization structure to more effectively allocate the supervisory responsibilities in many areas of work.

3/A- Laws, policies and procedures governing the job boundaries.		Yes	No
3/A/1	Internal (From within the Group)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3/A/2	External (Local Laws and Client's Policies and Procedures)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3/A/3	Detailed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3/A/4	Generic?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3/A/5	Requires incumbent's explanation/elaborations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3/A/6	Requires incumbent's immediate superior's explanation/elaborations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

3/A/2 - Research, analysis, comparisons and similar assignments performed by the incumbent		Yes	No
3/A/2/1	Conducts job-related studies and researches.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3/A/2/2	Analysis and evaluates others job-related studies and researches.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

B. Scope/Span

- The incumbent's scope is projects and services rendered by and through MEET Group domestically.
- The incumbent is always considered as "On Call", according to the established MEET policies and procedures; whenever and wherever "Off T Site/On T Site" operational activities are running.

3. Supervision Exercised

4/1- Please refer to the latest Organizational Structure.

4/2- Supervision Exercised OVER the "Job Holder"

		Yes	No
4/2/1	Immediate supervisor FUNCTIONALLY and CONCEPTUALLY oversees the performance of the job.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4/2/2	Immediate supervisor only CONCEPTUALLY oversees the performance of the job. FUNCTIONAL supervision is reported to: (Title Classification: None)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4/2/3	Immediate supervisor only FUNCTIONALLY oversees the performance of the job. CONCEPTUAL supervision is reported to: (Title Classification: None)	<input type="checkbox"/>	<input checked="" type="checkbox"/>

4/3- Jobs directly reporting to the "Job Holder"

Sr. No.	Job Title	Number of Job Holders
4/3/1	Team Leader	TBA
4/3/2	Coordinator	TBA
4/3/3	Site Engineer	TBA

4/4- Supervision Exercised BY the "Job Holder"

		Yes	No
4/4/1	Immediately supervises the job of others both FUNCTIONALLY and CONCEPTUALLY.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4/4/4	Job holder is authorized to endorse/approve the outcome of the job of others.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4/4/5	Job holder is delegated to carry-out his superior's authority during his/her absence. (As Per Company Policy)	<input type="checkbox"/>	<input type="checkbox"/>

4. Interpersonal and Communication Skills

Yes No

5/1- Job holder's External Communications-e.g.:-

5/1/1- The Egyptian Telecommunications Co.	YES	
5/1/2- Vodafone	YES	
5/1/3- Mobinil	YES	
5/1/4- Clients, Customers and Suppliers.	YES	

5/2- Job holder's Internal/External Communications objectives e.g.:-

5/2/1 Secure approvals	YES	
5/2/2 Obtain information	YES	
5/2/3 Explain to maintain cooperation and support	YES	
5/2/4 Committee membership	YES	
5/2/5 Presentations and Demonstrations	YES	
5/2/6 Represent Company/Department/Section	YES	
5/2/7 Others: <u>As Per Company Policy</u>		

5. Manual / Motor Skills

5/1- Normal Personal Computers Usages

5/2- Hazardous that represents a threat to the job holder while getting the job done.

- The job incumbent is subject to be exposed to some technical/site hazardous.

6. Visual Concentration

7/1/1- Regular eye-strain while doing office work or performing field visits.

7/2- Hazardous that represents a threat to the job holder while getting the job done.

7/2/1 The job incumbent is subject to be exposed to some technical/site hazardous.

7. Physical Effort

8/1 Regular Physical Effort	
8/2 Extended Physical Effort	YES
8/3 Regular Mental Effort	
8/4 Extended Mental Effort	YES

9- Work Environment - A. *Working Conditions*

- Regular air-conditioned office.
- Subject to be exposed to uncomfortable environmental circumstances while performing some field/site visits and/or inspections.

B. *Overnight Travel*

Detailed description: The job incumbent may be required to travel domestically to carry-out and oversee on-site and/or off-site Engineering assignments regularly. This is to be covered according to the established company policies and procedures.