

## JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CC-806-2022
Company Name	Confidential
Industry	
Vacancy	Planning/Scheduling Specialist
Number of vacancies for that position	
Job Type <i>(FT, PT, Contractual, Seasonal)</i>	FT
Major(s)	HR with an experience in an engineering company
Degree	Bachelor degree
Years of Experience	A least 5 years with an excellent GPA
Location	Saudi Arabia, Jeddah
Remuneration & Benefits	To be discussed
Currency (LBP, Dollar, Lollar)	
Tasks & Responsibilities	<ul style="list-style-type: none"> <li>• Prepares and coordinates the development of staffing and operating plans for planning and scheduling activities.</li> <li>• Reviews contract drafts for adequacy of scheduling requirements, and coordinates development of all data in support of negotiations. At award, ensures a scheduling system meets contract requirements.</li> <li>• Prepares, coordinates, and directs planning and scheduling presentations to i and client management, as required.</li> <li>• Performs personnel performance reviews and career counselling. Interviews candidates for employment and makes recommendations for employment decisions.</li> <li>• Directs all schedule development and maintenance monitoring activities. Develops, interprets, and executes</li> </ul>

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policy objectives and standards applicable to schedule maintenance and the monitoring of development functions.

- Directs schedule analysis/study and problem-solving activities. Develops and interprets guidelines applicable to the analysis function.
- Directs schedule reporting activities and helps and guidance for the display or presentation of schedule information.
- Supports proposal activities as required.
- Performs functional audits of projects to ensure the technical adequacy of planning and scheduling activities.
- Supervise the evaluation and incorporate software packages into overall project plan.
- Maintains liaison with GBU functional management to coordinate workload and staffing plans, work processes, and procedures.

**The following Duties are Applicable in Staff/Functional Roles:**

1. Develops and supports improvement measure institutionalization for the global business unit.
2. Serves as a subject matter expert within the global business unit.

**Requirements:**

- Experience and demonstrated skill in directing, planning, and scheduling functions, including schedule development, control, and analysis, in the field and the home office. Experience and demonstrated skill in establishing criteria for project planning and scheduling activities.
- Skilled in direction, personnel administration, and training of technical and non-technical personnel.

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- Skilled in oral and written communication, with a demonstrated ability to present planning and scheduling information to management and clients.
- Demonstrated skill in identifying, analysing, and solving problems.
- Knowledgeable about current industry and technical development.