

JOB POSTING REQUEST FORM

Job Details

Reference #	CP-363-2021
Company Name	Technica International SAL
Industry	Innovative automation solutions provider
Vacancy	Head of Projects
Job Type (<i>FT, PT, Contractual, Seasonal</i>)*	Full time job
Major	Bachelor degree in mechanical engineering.
Years of Experience	Minimum 10 years of experience in project management at Technica or similar industries.
Education	Bachelor degree in mechanical engineering. PMP certificate is a must.
Location	Bikfaya, Industrial zone
Remuneration & Benefits	Basic salary: based on qualifications, ranges between 4,000\$ - 7,500\$, paid in Fresh Dollars Transportation Bonus Profit sharing Award for innovation, initiative and cost saving. NSSF Medical insurance Life and personal accident insurance. Annual leaves, sick leaves, wedding leave, paternity leave/maternity leave, death leave.
Tasks & Responsibilities	<p><u>Projects planning and execution</u></p> <ul style="list-style-type: none"> ▪ Review project scope and technical information at kick-off meeting and assign a Project Manager. ▪ Review the project strategy and milestones in coordination with the Project Manager. ▪ Review and validate the project's information, equipment selection including partner companies and requirements with the Project Manager. ▪ Review and validate the projects risk assessment and make sure preventive actions are set and implemented when needed. ▪ Monitor and supervise the procurement strategy and make sure the orders are consolidated for different projects. ▪ Monitor and supervise the communication with the equipment suppliers (Partners and other suppliers) including the success criteria and FAT.

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- Review the project costing and generate price variations for any activity that is not in the initial scope.
- Monitor and supervise the internal concept and integration meetings between departments.
- Monitor and supervise customers' meetings with the Project Manager.
- Monitor and supervise customer FATs visit.
- Monitor and supervise the projects schedule activities in a weekly progress meeting, and take corrective decisions in case of delays
- Monitor and supervise the installation phase in coordination with the Project Manager and the Customer Service management to ensure the customer satisfaction and the welfare of Technica.
- Attend the project assessment and closing the loop meetings and make sure the gaps detected in the Projects process are addressed and solved.

Managerial activities

- Set the department plan based on the company strategy.
- Monitor execution and evaluate the results through monthly operational department meetings.
- Set the process upon company context and standards.
- Ensure proper implementation and continuous improvement.
- Handle all ideas and comments received in a timely and effective manner.
- Monitor and improve process performance by calculating, analyzing measures and taking required actions.
- Set the yearly budget for the department based on Company strategy, initiatives and department activities.
- Monitor expenses and take needed actions in order to ensure added value to the work process and ROI.
- Manage the department resources by having the right employee in the right position with the right development plan and provide the needed coaching for the team in order to improve the

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department productivity and ensure a healthy work environment.

- Communicate constantly with the team to ensure their engagement, stimulate their full potential, and set needed action plans with the HR department.

Safety measures

- Enforce safety application among the team and help in raising safety awareness.

Technical knowledge:

- Mechanical & Electrical design basic knowledge
- Components knowhow
- Planning/Scheduling using MS project
- Safety Knowledge
- Familiar with all Technica partners' machines
- Testing management
- Partners' FAT management
- Basic knowledge of AutoCAD and Inventor
- English Proficiency
- Microsoft Office Proficiency

Skills, qualities & attitudes needed:

People Management: Manage the team in order to have a competent team.

Talent Development: Track the performance of the team members and set for them the appropriate plan in order to develop their skills and achieve the desired level.

Mentoring: Provide the technical support needed for the team by answering their questions and solving their technical issue

Coaching: Challenge, guide, inspire, support and monitor the professional and career growth of employees to help them in their self-achievement.

Change Management: Anticipates the need for change, dedicates the required resources, and fosters innovation and creativity. Facilitates and leads change management initiatives and monitors their implementation.

Synergism: Create synergy with other departments in order to achieve the company's goals.

Financial Knowledge: Apply the basic concepts of

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finance and accounting in order to take the appropriate financial decision that impacts the company's growth.

Goal Setting: Set SMART goals for the team members and department in relation with the company's strategy in order to achieve the department and company goals. Communicate clearly the expectations.