

JOB POSTING REQUEST FORM

Job Details

Reference #	CP-449-2021
Company Name	Technica International SAL
Industry	Innovative Automation Solutions Provider
Vacancy	Project Manager
Job Type (<i>FT, PT, Contractual, Seasonal</i>)*	Full time job
Major	Mechanical engineering
Years of Experience	Minimum 5 years of experience in project management, handling big projects in the field of designing and installation of production lines.
Education	Bachelor degree in Mechanical engineering. PMP certificate is a must.
Location	Bikfaya, Industrial zone
Remuneration & Benefits	Basic salary: based on qualifications, ranges between 2,100\$–3,200\$, paid in Fresh Dollars Transportation Overtime Bonus Profit sharing Travel allowance 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>Project Planning & Design</u></p> <ul style="list-style-type: none"> ▪ Attend the kickoff meeting to discuss the scope and concept. ▪ Verify the project scope as per the price matrix, prepare estimation for the project cost and raise the flag in case of any discrepancies. ▪ Study and monitor the project's risks and define the appropriate control measures. ▪ Define the project assumptions and follow up to clear and close them in coordination with the Head of projects. ▪ Prepare the project's schedule, get the confirmation of the concerned departments, and communicate the final schedule with the customer. ▪ Prepare the project charter that includes customer requirements, specifications and standards and share them with all project's stakeholders (especially partners and suppliers) before starting the design of the project. ▪ Review partners' and suppliers' machines offers in coordination

JOB POSTING REQUEST FORM

with the Sales team, confirm the details and proceed with the needed corrections if needed based on customer's need.

- Negotiate with partners and suppliers for better prices and delivery terms and raise purchase requests.
- Conduct a site visit to the customer's plant to validate the project information (civil layout, production speed, SKUs, etc.)
- Prepare a conceptual solution, conduct layout reviews meetings, and diffuse requirements and tasks to different departments.

Project Execution

- Hold regular progress meeting with the customer to validate the layout, solution, and schedule.
- Forecast the needed material and raise PRs for the Purchasing Department to make sure no shortage during the project execution phase.
- Detect deviation from original scope, issue a scope variation and coordinate with the sales engineer to define the variation price and set the communication strategy with the Customer.
- Approve the purchase requests issued according to the company defined approval cycle and the items needed to handle the snags.
- Coordinate with the electrical allocated Project Engineer and conduct the integration meeting to set the control logic of the project.
- Monitor the progress of the project and coordinate with the concerned Head of department and Integrated Equipment suppliers in case of any delays to set the appropriate action plan.
- Set action plan for non-received items before shipment to make sure the project delivery is not affected.
- Manage the Project testing phase according to the testing procedure and sign the final test report to give needed clearance for dismantling and shipping. Coordinate the Factory Acceptance Test at Technica premises with the customer when required.
- Coordinate the shipping of all equipment with the factory, logistics and customer to ensure they reach the site on time.
- Provide complete project information to the installation team and assist in technical issues to make sure a successful project commissioning.
- Perform Installation site visit to make sure project is installed and commissioned up to the required quality level and customer expectations.

Managerial accountabilities

- Monitor live project costing in order to take relevant decision for cost reduction before cost happens or raise the flag to the concerned manager.
- Participate in closing the loop during the final cost evaluation meeting of the project.
- Manage and appraise the resources reporting to him during the project execution phase and give feedback to the concerned Head of departments about the performance of their team members

JOB POSTING REQUEST FORM

based on the defined criteria.

- Fill the Project Assessment and lead the meeting (Comments of different departments could be discussed before the meeting to ensure meeting efficiency).
- Diffuse findings to the Heads of departments to be shared with the team for learning.

Technical knowledge:

- Mechanical & Electrical design basic knowledge
- Components knowhow
- Planning/Scheduling using MS project
- Good knowledge of AutoCAD and Inventor
- Good knowledge in mechanical calculations for parts selection
- Safety Knowledge
- Familiar with all Technica's partners' machines
- Testing management
- Partners FAT management
- English Proficiency.
- Microsoft Office Proficiency.

Skills, qualities & attitudes needed:

- **Interpersonal skills:** Interact positively with other team members by listening, questioning and understanding the body language.
- **Developing others:** 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.
- **Financial knowledge:** Apply the basic concepts of finance and accounting in order to take the appropriate financial decision that impacts the company's growth.
- **Synergism:** Create synergy with other departments in order to achieve the company's goals
- **People Management:** Manage the team by applying the situational leadership model in order to have a competent team.

Decision making: Apply a solid decision-making process following a decision making tree that explores available possibilities to take the appropriate decisions based on impact and risk of each

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