

Position Title	Manager – Projects, Engineering and Services Department
Department	Projects, Engineering and Services
Location	Jebel Ali, Dubai, UAE
Reporting To	Managing Director
Positions Being Supervised	Automation Projects Manager Automation Service Manager Automation Engineering Manager
Job Summary	Reporting to the Managing Director, the position is responsible for the efficient management of engineering, projects and service activities in all regions. Ensures efficient working relations and coordination between the 3 major departments under his jurisdiction.

Duties and Responsibilities:

A. Automation Projects

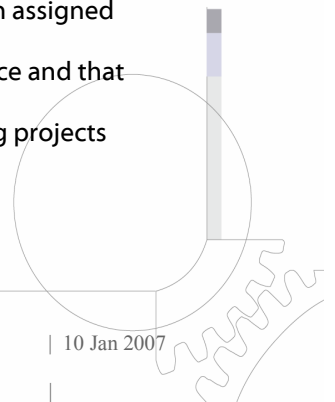
1. Ensures that department's objectives and plans are efficiently carried out.
2. Guides and provides support to the Automation Project Group in identifying solution/s to any business/commercial/technical risks encountered.
3. Approves recommended manpower and resources required for each project.
4. Approves or recommends to Management (whichever action is applicable), any suggestion or proposal submitted by Automation Projects group with regard projects.

B. Automation Engineering

1. Directs Automation Engineering Manager to ensure hiring, development and retention of competent automation engineers.
3. Oversees effective implementation of controls on in-process sales order projects, including planning, scheduling, budgeting, staffing and reporting to meet the established delivery and profit objectives of each project.
4. Provides regular update to superior on progress and or status of all automation projects; Submits alternative solutions on problems and areas of concerns.
5. Coordinates with Technical Sales Group and other concerned departments to effectively develop and improve performance of the division.
6. Develops detailed business plan and forecast for the division.

C. Automation Service

1. Directs Automation Service Manager to ensure that service personnel have the necessary tools, test equipment, skills and expertise to meet the demands of the customers.
2. Ensures customers needs and concerns are properly and promptly acted upon by concerned department personnel.
3. Sees to it that Service maintains updated or continuing education on automation products to facilitate providing technical management leadership to covered employees.
4. Monitors installation, set-up, start-up maintenance and commissioning of instrument or automation systems products to ensure services are properly performed within assigned targets.
5. Provides support to the Technical Sales Group in preparation of per diem service and that all service scope of work are included in the Filed Service Quotations.
6. Ensures submission to Management of detailed field reports on commissioning projects and systems start-up services.
7. Coordinates resolution of difficult technical problems.



8. Prepares budget for the division; assists in the development of company's overall budget.
9. Ensures all service strategies and offerings are understood and complied with by all service personnel.
- D. Performs duties that may be assigned by superior from time to time.

Qualifications:

1. Graduate of any Bachelors Degree in Engineering
2. With more than 10 years work experience in the process control industry, 5 years of which in senior management position, with area and level in the following fields:
 - 2.1 Must (Required)
 - 2.1.1 Distributed Control Systems
 - 2.1.2 PLC and SCADA
 - 2.1.3 Instrumentation panels and control devises
 - 2.1.4 Field Instrumentation
 - 2.1.5 Hazardous area instruments (preferably TUV/SIL Certified)
 - 2.1.6 Control Applications Engineering
 - 2.2 Optional (Advantage)
 - 2.2.1 Advanced Controls
 - 2.2.2 Building Automation
 - 2.2.3 Maintenance & Inventory Management for Instrumentation Products and Systems users/manufacturers
3. With above average communications skills in English both verbally and in writing
4. Proficient in all Microsoft Windows applications

