

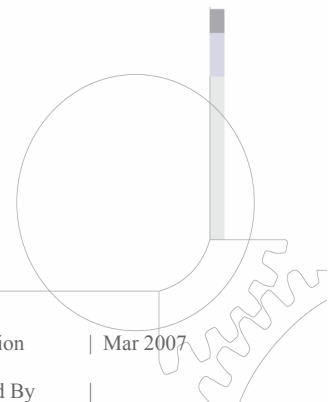
Position Title	Senior Automation Projects Manager
Department	Projects, Engineering and Services
Location	Jebel Ali, Dubai, UAE
Reporting To	Manager – Projects, Engineering and Services Department
Positions Being Supervised	Projects Manager/s
Job Summary	Reporting to the Engineering, Projects and Services Manager, the position is responsible for the timely and cost-effective completion of all automation projects.

Duties and Responsibilities:

1. Identifies and assesses unique business/commercial/technical risks associated with assigned projects and provide solution/s.
2. Determine necessary manpower and resources required for each project; coordinates with the concerned department on requirements
3. Establishes and implement project plans; ensures subordinates and staff has the necessary skills and expertise required for the tasks
4. Prepares new order reviews, transfer report analysis, monthly status reports, manpower loading reports and close-out notices.
5. Compares customer order with original quotation to determine variances and ensures that necessary contractual revisions are made before acceptance of order (includes but not limited to, all terms and conditions, technical specifications, delivery commitments, and any other requirement expected by the customer).
6. Ensures timely and accurate preparation of all engineering documentation and specifications required for the successful implementation of the projects and to meet the documentation needs of the customer as agreed to in the order acceptance.
7. Establishes and maintains project communications with the customer/s.
8. Responsible for initiating all progress and final invoicing. Sees to it that proper and accurate invoicing has been done and payments have been received as scheduled.
9. Establishes procedures on performance testing and demonstrations culminating with formal customer acceptance; ensures adherence of all concerned on these procedures.
10. Institutes post order service support and training requirements as well as initiates spare parts recommendations.
11. Conducts performance evaluation of staff and assigned to projects.
12. 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 5 years work experience in automation project management, with area and level of expertise 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 devices
 - 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

