



General Information

Job Title: Planning Engineer

Department: Commercial Department

Department Building Block:

Reporting and interaction lines

Functionally reports to

- Planning & Project Control Manager

Operationally reports to

- Project Manager

Supervises

- N/A

Job Category

- Experienced Professional Engineer / Supervisory Level Support Staff/ SME

Expected relationships with other department(s)/division

- Dredging / Reclamation
- Rock Work / Quay walls / Civil
- Contracts
- Survey

Description of key result areas of department

- Developing, Maintaining & Updating Detailed Project Schedules as per Project Requirements.
- Preparing Reports / Progress Drawings for the project on Daily, Weekly and Monthly Basis.
- Coordinate with all Departments to insure that the Programme includes all Key Milestones & activities required at project level to perform the delivery of the project scope.

Job Description: Description of activities and key responsibilities of the function

- Prepare Detailed Project Baseline Programme in accordance with Approved Planning Process and Procedures Manual.
- Prepare Manpower and Equipment Schedules in close collaboration with Estimation Manager / Project Manager.
- Updating and Monitoring the Project Progress and Productivity rates against the Approved Baseline Programmer.
- Preparing Daily, Weekly, and Monthly Reports for the Project.
- Preparing KPI Sheets form Project Programme and update them on daily basis.
- Preparing daily Progress Drawing for the project in collaboration with survey / Drafting Department.
- Preparing Monthly Meeting Presentations and various documents/calculations for planning purposes.
- Providing analysis and recommendations as to corrective action based upon planning data.
- Liaising with project them members in gathering data in support of the planning process.
- This is a generalist view of a Job that you have been assigned for – at times you may be requested to do above/beyond the scope of this role due to Operational requirements.

Educational Qualifications & Certifications

- Engineering in Civil or an equivalent professional qualification.
- Experience in Programme Management, Planning, Scheduling, and Monitoring & Controlling projects by effective use of Project Management Software's such as P6 Primavera, MS Projects and Spread Sheets.

Behavioral skills

- Support colleagues to develop knowledge, skills and competencies.
- Show understanding of tasks and responsibilities and achieve targets timely.
- Pursue to be result-oriented and be aware of the result-oriented organizational culture.
- Collaborate constructively and effectively with all colleagues throughout the organization.
- Seek and share information and ideas in order to improve and optimize performance. Support colleagues to achieve the common goals.
- Show respect, flexibility and loyalty towards colleagues throughout the organization.

Relevant experience

Function specific experience

- Experience
- Be aware of slings.

Industry related experience

- Dredging
- Marine construction.

Years of experience

- 5 – 8 years



- Communicate clearly and succinctly orally and in writing.
- Able to adequately solve problems or disputes. If necessary, involve the supervisor timely.

HSE Behavioural Skills

- Adhere to NMDC HSE Policy
- Follow the HSE Management System procedures and safe working instructions

Other

Verbal communication/ Language skills

- Required: English
- Preferred: Arabic
- Any other language is an asset.

Written communication skills

- Required: English
- Preferred: Arabic
- Any other language is an asset.

IT skills

- MS Office
- MS Projects
- Primavera P6

Other

- UAE Drivers license
- Passing physical fitness from AD Health Service Co. SEHA is mandatory. Physical examinations and investigation test (ADMA) will be required before working at offshore Oil and Gas projects.

Review / Approval / Acknowledgement

Department Review

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|-------------------------------------|------------------|------------|--|-------|--|
| Chief / Director / Manager Name: | Koen V. D. Putte | Signature: | | Date: | |
|-------------------------------------|------------------|------------|--|-------|--|

HR Approval

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|--------------------------------|--|------------|--|-------|--|
| HR Director / Manager Name: | | Signature: | | Date: | |
|--------------------------------|--|------------|--|-------|--|

Employee Acknowledgement

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|------------------------------|--|------------|--|-------|--|
| Employee Name & File No.: | | Signature: | | Date: | |
|------------------------------|--|------------|--|-------|--|