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| Position Title   | Manager Planning & Project Controls               |
| Department       | Infrastructure, Planning & Development Department |
| Reporting To     | Project Director                                  |
| Type of Position | Contractual                                       |

#### POSITION DESCRIPTION

The Manager Planning & Project Controls is responsible for the overall project planning, project budgeting, project tracking, project reporting & cost control for all projects under IPD. The role ensures that all projects are delivered on time, within scope, budget, and quality standards.

#### DUTIES AND RESPONSIBILITIES

##### Key Responsibilities:

- Develop Project Master Planning Baseline for all elements related to Master planning, Design, Authorities approvals & Construction for all infrastructure and development projects.
- Custodian of the Project Role out plan for all Phases of execution.
- Undertake Project budgeting, Project reporting & project tracking.
- Undertake Cost control measures by undertaking cash flow analysis, Manpower Histograms etc.
- Address all other tasks related to technical coordination and allied services as director by the Project Director.
- Prepare weekly, monthly and quarterly reports for project progress.
- Establish project dashboard mechanism for reporting.
- Assist the Project Director in review all project delays, claims and variations as per international Project Management methods (Window Analysis etc.)
- Assist the Project Director in developing catch-up plans, mitigation strategies for addressing all Project delays.
- Monitor and track project schedules, budgets, and Manpower Histograms as per approved completion duration against HU role out plan.
- Assist the Project Director in any site related audits by both Internal and external auditors.
- Undertake any meetings with external stakeholders including Government departments etc. related to site.
- Setup and review cost control measures as per international project management standards.

#### REQUIRED JOB SPECIFICATIONS

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| Required Qualification & Experience | <ul style="list-style-type: none"> <li>• <b>Education:</b> Master's in Project Management/Bachelor's Degree in Civil Engineering (PMP Certification preferred).</li> <li>• <b>Experience:</b> Minimum <b>7 plus years</b> of relevant experience in Project Planning &amp; Cost Control of large-scale infrastructure projects preferably on international projects or with International/Multi-National Firms (Client/PMC/Consultant/Contractor)</li> </ul> |
| <b>REQUIRED SKILLS</b>              |                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Skills                              | <ul style="list-style-type: none"> <li>• Proven track record in project planning, tracking and cost control of multi-million-dollar projects.</li> </ul>                                                                                                                                                                                                                                                                                                     |

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|  | <ul style="list-style-type: none"> <li>• Expert knowledge of project management software (Primavera P6 / MS Project). Project Management Professional (PMP) Certification preferable</li> <li>• Sound expertise in Project tracking and execution.</li> <li>• Strategic planning and problem-solving skills</li> <li>• Strong analytical and decision-making skills.</li> <li>• Excellent communication skills.</li> <li>• Commitment to sustainability.</li> <li>• Working knowledge of AutoCad, 3D Civil &amp; GIS softwares.</li> <li>• Strong knowledge of Microsoft Excel, Word and Powerpoint.</li> </ul> |
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