

# ROLE PROFILE

<b>Position Title:</b> Manager Technical Projects	<b>Reporting to:</b> Assistant Director Commercial & Project Management
<b>Business Unit:</b> Business	
<b>Division:</b> Business Solutions	<b>Department:</b> Commercial & Project Management

## A. ROLE AND CONTEXT

<b>Purpose:</b> This role is responsible for all scheduling aspects for Major Projects within the organization. The scope of work includes all levels of scheduling, ranging from hands-on detailed preparation to overseeing the work of others.	<b>Functional Context:</b> Ooredoo's Business BU is a critical part of the company's first line customer facing activities for all Business Accounts and has a significant role to play in long term business value creation through product design, achievement of sales revenue, profit and customer satisfaction, as defined in the annual business plans. The department will focus in meeting & creating ICT solution needs of current and new customers, thereby augmenting Ooredoo's business revenues and customer satisfaction. This role leads the Project delivery function and supports in revenue generation and customer satisfaction.
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## B. ROLE ACCOUNTABILITIES

<ul style="list-style-type: none"> <li>• Develops, manages and monitors project and project specific budgets, cash flow projections and forecasts.</li> <li>• Carry out post Implementation Reviews recording lessons learnt and driving continuous improvement.</li> <li>• Manage allocated projects according to the Ooredoo project life cycle process and ensure technical and commercial sign-off at key stages.</li> <li>• Works closely with multiple project teams and contractor groups to merge schedules and integrate project plans, verify and validate dependencies, and constantly update project status.</li> <li>• Prepares and maintains a fully integrated master schedule including contractor schedules.</li> <li>• Leads the development of WBS and related dictionaries, schedules or Resource Loaded Networks (RLN's) and budgets.</li> <li>• Reviews contractor schedules in relation to format, completeness and accuracy.</li> <li>• Performs, defines and optimizes critical paths and coordinate schedule risk analysis.</li> <li>• Oversees the development and maintenance of a (historical) schedule database.</li> <li>• Negotiate software and hardware delivery schedules balancing customer requirements and internal development plans.</li> <li>• Determines appropriate revenue recognition, ensures accurate invoicing, and monitors receivables for all projects under his/her direction.</li> <li>• Integrates financial data for multiple projects.</li> <li>• Compares financial data for projects to seek ways to maximize revenue.</li> <li>• Implements Earned Value methodologies and performs related variance analyses in order to track and monitor project spend and recommend any corrective actions which may be necessary to pull the project spending back on track.</li> <li>• Works with the project managers to develop a project schedule that adheres to and maintains the key planning and controlling elements in line with company requirements in order to ensure projects are delivered on time within budget to quality standards.</li> <li>• Creates the project work breakdown structure, preparing cost reports and providing cost analysis, setup and maintenance of earned value progress reporting, variance reporting, status reporting, and resource analysis and balancing.</li> <li>• Works with all schedulers for design consultants, construction management consultants, contractors, and project management team members and client staff to obtain the latest schedules in the appropriate program format for each phase (planning, design, bid/award, construction, and start-up) and task, incorporate into monthly schedule Distribute copies of schedule to program management team members and clients as appropriate.</li> </ul>
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- Attends meetings with design consultants, construction management consultants and contractors to review and approve baseline schedules, and attend regularly scheduled meetings as necessary to stay current on schedules.
- Works with the project team to analyze, assess schedule impacts and implement a claims mitigation/avoidance policy, in support of Ooredoo policy.

## C. SCOPE AND INTERACTIONS

<b>Direct Revenue Responsibility:</b> No <b>Direct Budget Responsibility:</b> No <b>Direct People Management Responsibility:</b> No	<b>Primary Interactions (Internal/External)</b>	
	<b>Internal Relationships:</b> Cross Functional	<b>External Relationships:</b> Vendors Business Partners Customers

## D. KEY PERFORMANCE INDICATORS (KPI)

- Delivery of project schedules on time.
- Delivery of required reports on time.
- Prepare various schedule performance metrics (milestones charts, slack tracking charts, etc).

## E. EXPERIENCE, QUALIFICATIONS AND SKILLS

<b>Minimum Experience, Essential Knowledge &amp; Skills</b> 10 years' experience in a similar role. Proven track record of successfully managing large complex projects preferably in Integration Industries.	<b>Minimum Entry Qualifications</b> Bachelor's Degree in Business Administration or Marketing or Engineering <b>Preferred Certifications / Other Qualifications</b> Any relevant certifications, or advanced degree
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<u>Technical Competencies</u>	<u>Required Level</u>	<u>Behavioural Competencies</u>	<u>Required Level</u>
OPERATIONAL READINESS	Intermediate	Building Customer Value	Intermediate
PARTNER MANAGEMENT	Advanced	Delivering Results & Fostering Collaboration	Intermediate
CUSTOMER SERVICE DELIVERY	Advanced	Shaping Strategy	Intermediate
PLANNING + (P&L FIT)	Intermediate	Driving Change	Basic
PROJECT MANAGEMENT	Advanced	Networking and Influencing Collaboratively	Basic
		Leading Teams	Basic
<b>Competency Level (Reference Range)</b>	Basic Low	Intermediate	Advanced Expert High