

JOB DESCRIPTION

(MASTER)

Position

Installations Manager

Division

Group

Name of Employee

Personnel Number

A. JOB DESCRIPTION

1. Basic Function of Job

Managing of all assigned projects and project budgets.

Administrative duties

Planning of work in accordance to the installation schedule

Managing Subcontractor rolls and responsibilities

2. Duties in Order of Importance (List 5 – 9 Major Activities)

	Description – What, How, Why (Guidelines: Planning, organisation, Leadership, Control, Production, Maintenance & Other.)
1	Managing of projects
2	Managing of project budgets
3	Scheduling and managing of resources, including of subcontractors
4	Administrative duties
5	Liasing with clients on project level
6	Maintain and adhere to company procedures
7	Interface between planning and installation team leaders
8	Routine control and quality audit on installations
9	Obtain source information for tendering, on ad hock basis
10	Any reasonable task that is necessary for the proper functioning of the division
11	Introduce, compile and maintain new procedures and processes, for project implementations
12	ADHOC: training of resources

3. Working Conditions

Office environment

Outdoor on site

4. Responsibility and Authority

Responsibilities:

Installations

Procedures

Quality

Project Budgets

Resources

Projects

Authority:

All personnel/ Project Managers assigned to installation projects execution

5. **Control Measures**

Report To: Program Manager – Engineering
Daily/ Weekly report/ meeting With: Program Manager – Engineering

6. **Tools, Machinery, Materials Needed to Perform Job**

Computer with application software
Cell phone
Office with communication infrastructure
Vehicle

B. CRITICAL GOALS

The setting of goals in this category must be items for execution in order to develop the position to its full potential, e.g. what must the person do; what are the person's liabilities. A maximum of **5 goals** should be set. (Not personal goals).

Remember: Statements must be **specific, measurable and attainable.**

Projects to be on schedule, in budget and technically sound.
Maintain and adhere to company procedures
Adhere and build on customer satisfaction
Establish good communication between GT and clients: Internal and External

C. EDUCATIONAL, SECURITY LEVEL AND EXPERIENCE

1. **Educational Level**

2. **Security Level**

Strictly confidential
Client confidential

3. **Specialist Knowledge**

PC literate

4. **Practical Experience**

Microsoft office and Microsoft Projects experience

COMPILED BY :

D. APPROVAL AND ACCEPTANCE

APPROVED BY:
GROUP LEADER

.....
Print Name

.....
Date

.....
Signature

I, Acknowledge and accept the above job description and specification.

.....
Signature

.....
Date

E. EVALUATION

GRADE:

COMMENTS:

CHAIRMAN OF EVALUATION COMMITTEE

DATE