Job Description – Head Projects

JOB TITLE : HEAD PROJECTS

DEPARTMENT : PROJECT

LOCATION : Coast

ROLE : Responsible and accountable to manage the execution of all projects from front end design through detailed design, procurement, construction, commissioning, handover and close-out.

QUALIFICATION :

- **Essential** : Bachelor's degree in Electrical Power Engineering from a recognized and internationally accredited university.

  Fluent in spoken and written English and PC literate.

- **Desirable** : Membership in a recognized international professional engineering institution relevant to the discipline, with a preference holding Level 4 Protection Engineer approval from DCRP

EXPERIENCE :

- **Essential** : Minimum of 15 years of experience in electrical power engineering, design, construction, testing, commissioning, and project management, preferably within the oil and gas, power distribution, utilities, or industrial contracting sectors.

  Minimum of 5 years of experience in a senior project management or leadership position, managing major electrical projects or multiple projects simultaneously.

- **General** : Shall possess a potential to develop to an executive management position within a world class Contractor organisation.

  Shall have sound commercial appreciation and judgement.

  Adept in conducting formal meetings, summarise and close-out pending issues.

  Shall possess ability to manage multiple projects and multiple issues simultaneously.

- **Personality** : Good interpersonal & communication skills. Shall be able to form, smoothly interact and motivate a team within a matrix type organisation. Demonstrable leadership skills.

- **Accountabilities** : **Project Planning and Management:**

  Develop comprehensive project plans outlining activities, timelines, and resources.

  Monitor project progress and adjust plans as necessary to meet deadlines and objectives.

  Be conversant with industry planning tools like Primavera and SAP to enhance project scheduling and resource management.

  Client Coordination:

  Serve as the primary point of contact for clients, ensuring clear and consistent communication during bidding and execution

  Understand client requirements and ensure they are met throughout the project lifecycle.

  Site Visits:

  Conduct regular site visits to monitor project progress and ensure compliance with design specifications and safety standards.

  Address any on site issues promptly and effectively.

  Review and Approval:

  Review Cost Time Resource (CTR) documents and project proposals to ensure accuracy and feasibility.

  Review project deliverables and ensure they meet quality standards.

  Invoicing and Financial Management:

  Advise to Raise invoices for completed work and track payments.

  Manage project budgets and ensure financial targets are met. Including look ahead planning and resource management.

  Progress Reporting:

  Prepare and present regular progress reports to clients and senior management.

  Highlight any risks or issues and propose mitigation strategies.

Multidiscipline Coordination:

Coordinate with other engineering disciplines to ensure seamless integration of electrical design with other project components.

Facilitate effective communication and collaboration among different teams.

Annual Planning:

Develop the company's yearly plan, setting strategic goals and objectives

Discuss the yearly plan with HES leadership team and HES MDC

Identify opportunities for growth and improvement within the consultancy.

Certification Management:

Obtain required technical and safety certifications as mandated by various clients.

Ensure all project activities comply with relevant industry standards and regulations.

Overlooking HSE and QA/QC management.