

Attachment 9.5 Job Descriptions of Key Staff

Note : The job descriptions for other candidates in the organization chart will be detailed in the related quality control procedures (QCP's) per activity per discipline.

i) SENIOR PROJECT MANAGER

SUMMARY:

Reports to: Senior Projects Coordination Director (SPCD).

Supervises: Construction Manager

HSEQ Manager

Site Secretary

Primary Responsibilities:

1. Represents Contractor, and has been delegated by Contractort, full authority for all actions within the construction agreement.
2. Assumes responsibility for organizing, supervising, and directing all construction activities in order to successfully meet the project objectives and schedules.
3. Directs construction planning, organizing, staffing and administration, for smooth execution of the project.
4. Reviews construction specifications with a view to planning, construction procedures, field procurement of permanent and temporary materials, and development of the construction schedules.
5. Conducts the construction in line with the drawings, specifications, construction execution plans, procedures and guidelines.
6. Manages all personnel matters, and settles all problems concerning organization, function and assignments.
7. Reviews all field design changes, and periodically reviews change controls to determine their adequacy and whether the changes are executed in a timely manner.
8. Reviews and approves all major subcontracts to assure their conformance with the project specifications and requirements.
9. Reviews the work procedures, budgets and schedules prepared for construction, planning, project administration, field engineering, logistics, project control, quality control and quality assurance to be implemented at site.
10. Reviews the status of construction and directs the respective group manners to take necessary corrective actions in order to maintain the project schedule.
11. Reviews all forecasts, budgets, schedules, cost estimates, financial reports and all major expenditures.

12. Reviews construction quality programs and reports.
13. Responsible for ensuring subcontractor's Quality system complies with the requirements of the contract and is implemented.
14. Maintains good working relationship with the COMPANY at all levels throughout the period of the project.
15. Ensures to obtain all COMPANY's approvals and regulatory permits and licenses required importing and re-exporting materials, and for construction activities.
16. Ensure that work is performed based on latest issue of drawings, specification and procedures approved by the COMPANY.
17. Reviews all cost reports to ensure compliance with budget.
18. Reviews staff and labour accommodation, catering and recreational facilities to ensure standards are maintained.
19. Ensures availability and proper maintenance of all necessary construction equipment.
20. Reviews all matters relating to insurance's on the project.
21. Reviews all financial and banking activities.
22. Ensures approved safety procedures are followed.
23. Ensures that the established Quality Management System is being implemented and the Project Quality Policy understood by all Project personnel.
24. Ensures that resources are sufficient to carry in the job as required by the contract.

ii) CONSTRUCTION MANAGER

SUMMARY:

Reports to: Senior Project Manager

Supervises: Discipline Engineers.

Primary Responsibilities:

1. Assumes responsibilities for organizing and supervising of Discipline Engineers who directs construction activities that are necessary to complete the project on time, within budget, meeting all construction and safety specifications, and with regard to all project activities.
2. Reviews construction specifications with a view to planning, construction procedures and development of construction schedules.
3. Coordinates with all Sub-contractors, together with coordination and monitoring of their scope with ongoing site activities.
4. Finalizes the planning, organizing, staffing and administration of civil construction methods, subject to review by the SPM.
5. Manages assignment of civil, personnel and plant develops a mobilization plan, and resolves all labour problems concerning organization, function and assignment.

6. Controls construction activities through Discipline Engineers and coordinates their activities and ensures construction in line with drawings, specifications and construction planning, procedures and schedules.
7. Assists the SPM in coordinating with the COMPANY's representative, keeping him informed of construction status including areas of concern.
8. Reviews all Field Design Changes and periodically reviews change controls to determine the adequacy and ensure changes are executed in a timely manner.
9. Assists in the maintenance of construction schedules and resource requirements.
10. Develops construction methods to overcome site problems, obstacles, and adverse progress.
11. Reviews construction quality programs and reports.
12. Coordinates with the planning department in order to schedule materials to be delivered effectively. The lead time for various materials required shall be ascertained and allowed for when programming procurement activities, so that sufficient time is allowed for taking of materials and where specified obtaining the Company's approval.
13. Coordinates with the Company's Representative in order to obtain any technical data required by the Sub-contractor coordinators, Engineers or Supervisors in his group.
14. Carries out the directives of the SPM.
15. Assumes responsibility on separate quantitative records maintained for consumables, and the like.
16. Reviews cost reports to ensure compliance with budget and takes corrective action where necessary.

iii) HSEQ MANAGER

SUMMARY: Overall responsibility for HSEQ activities.

Reports to: Senior Project Manager Functionally

Senior Projects Coordination Director (SPCD) Independently

Supervises: QA/QC Officer / Inspectors

HSE Officer

Primary Responsibilities:

For Quality:

1. Supervises the overall inspection and testing schedule, Inspection & Test Plans and mobilization of inspectors in line with the construction schedule.
2. Supervises QA/QC Officer and Inspectors in performance of inspections and tests, ensuring the reporting and compiling quality records with regard to required field inspections.
3. Liaises with SPM And Construction Manager / Discipline Engineers to coordinate inspection / testing and construction activities.
4. Liaises with Construction Manager to clarify requirements and criteria for inspection and test for the works.

5. Liaises with Company's representative for field inspection and test schedules.
6. Authorizes inspection and test reports for submission to Contractors.
8. Reviews documentation including Subcontractors/Vendors to ensure quality requirements are documented prior to issue for approval. Reviews final hand-over documentation before hand-over.
9. Verifies via audit/surveillance, that quality assurance requirements of the Project Quality Plan and Quality Management Procedures are being implemented and are effective.
10. Develops and maintains an audit schedule to be approved by the SPM against which audits, are to be executed.
11. Conducts and reports on audits, external and internal, and initiates recommendations to solve quality problems.
12. Participates in meetings with Subcontractors and ensures the same observe project quality requirements.
15. Participates in meetings with the COMPANY to discuss and resolve project quality requirements.
16. Reports Quality activities of concern to the SPM.
17. Maintains effective communication with the SPM.
18. Develops and implements training sessions on the project quality system as requested by the SPM.
19. Participates in Project Management Weekly/Monthly meetings on issues related to the implementation of the Project Quality System such as Post Contract Review meetings, Management Review Meetings, QA/QC Weekly meeting as instructed by the SPM.
20. Participates in meetings (and contacts as appropriate with respective representatives) with the Company and Subcontractors in respect to matters relating to the implementation of the Project Quality System, as instructed by the SPM.
21. Carries on Trend Analysis and means of Improvement of the Quality Management System.
22. Maintains records of Customer complaint or satisfaction.

For HSE:

1. Plans and administrates safety rules and procedures for field work in line with COMPANY's safety requirements and local safety regulations.
2. Conducts daily inspections to locate hazardous conditions and violations of safety rules and procedures.
3. Prepares accident or injury reports as required, and maintains safety records.
4. Conducts weekly safety meetings.

5. Analyzes each hazardous and unsafe condition to develop remedial measures to eliminate such conditions.
6. Directs fire protection organization according to the safety procedures.
7. Advises field staff and workers to correct or improve unsafe work conditions.
8. Maintains close coordination with COMPANY's site representative in charge on safety.
9. Gives safety education to subcontractors, labourers and newcomers to strictly follow the safety rules .
10. Supervises the Safety Officer in fulfilling the above responsibilities.
11. Supervises Contractor's medical staff.