

# 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)**

	<b>Description – What, How, Why</b> (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**

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2. **Security Level**

Strictly confidential

Client confidential

3. **Specialist Knowledge**

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PC literate

4. **Practical Experience**

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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:**

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**COMMENTS:**

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**CHAIRMAN OF EVALUATION COMMITTEE**

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**DATE**