



الأساس
Qatar Foundation
للترقية والتعليم والتطوير المجتمعي
for education, science and community development

Job Description

1. Job Details:

Position Title:	Contracts & Estimation Engineer	Salary Grade:	
Reports to:	Senior Planning & Scheduling Engineer	Department:	Operations & Maintenance

2. Job Purpose:

- To prepare, compile the estimates of materials, manpower, and works in the area of project, operation and maintenance works of Facilities Management function.
- To prepare the tender document of Annual maintenance contracts, EPIC (Engineering, procurement, installation and commissioning) projects, Adhoc support contracts.
- To prepare the Bill of quantities for various works to aid the contract estimates, costing and billing.
- To carryout technical evaluation and make recommendation of the offers from the Bidders.
- To be update on the present cost of the Facilities Management Services.

3. Job Dimensions:

Annual Operating Budget/Project Budget/Sales Revenue:	
Number of Staff Supervised:	Direct Reports & Total:

4. Key Result Areas:

KEY RESULT AREAS

- 1) Prepares tender documents with work scope, bill of quantities, estimate, work specifications, applicable standards and terms & conditions.
- 2) Prepares bill of quantities and estimates the manpower and materials required.
- 3) Keep the updated records of rates for all the materials and services prevailing at Qatar.
- 4) Draws terms and condition for the contracts and helps section heads in enforcing the same.
- 5) Reviews tenders/offers submitted by the bidders and carries out technical evaluation.
- 6) Maintains the records of all contracts and takes timely initiatives of renewal of contracts.
- 7) Closely monitors the contractor performance and takes corrective measures while renewing of contracts.
- 8) Supervises all activities of assigned personnel at the Foundation. Performs supervisory functions at the level established by the management for the position.
- 9) Provides technical advice to section heads on the contractual terms and consequences of the same in case of any fall back.
- 10) Co ordinates with materials co-ordinator to keep track of consumables of the contract which are in force.



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- 11) Prepares regular work reports – Daily reports, Monthly reports, indicating activities carried out, problems encountered and produces analysis reports of a technical nature indicating problematic areas and recommendations to alleviate recurring problems
- 12) Ensures that systematic and proper work programs are adhered, to meet the training needs. Identifies additional training needs and provides appropriate feed back to his supervisor.
- 13) Fulfills all the requirements of the CAFM system. Utilizes the system to maximize availability and reliability of the facilities and minimize operating and maintenance costs.
- 14) Adheres to ISO accreditation, regulation of the department. Carries out audits and completes 'action points' to conform to ISO 9000 series quality management systems requirements.
- 15) Assists the Senior Planning & Scheduling Engineer in developing and implementing 'Operational/Functional' and preventive maintenance programs and procedures to ensure operational efficiency.

5. Operating Environment, Framework & Boundaries:

Work extends to all areas with in the Education City 90% of the time is spent in Air Conditioned atmosphere & balance of the time at work sites & plant rooms under noisy and ambient conditions.

Functions independently on all the routine matters and refers non routine matters to his Supervisor.

6. Communications and Working Relationships:

Frequent contacts with section heads within the Department and out side to prepare the schedules, evaluations, budgets etc.

7. Problem Solving & Complexity:

Deals with a wide range of activities / material requirements, and service requirements. Visualising the requirements and to make provision for the same.

Leadership qualities and attitude towards work beyond duty hours is essential.

Implements the instructions of the Senior Planning & Scheduling Engineer.

8. Decision Making Authority & Responsibility:

Responsible for ensuring that the divisional resources are optimally utilized & requirements are identified. Incorrect feed back & information may lead the department to follow wrong direction. So result of actions and decisions may either ensure optimum & efficient operation or have a detrimental effect on Qatar Foundation, both in terms of reputation and continuity in work.

DECISION MAKING LEVEL:

C: This job operates within standardised procedures, practices and work routines and general work instructions. Supervision is general and is concerned with progress and results.



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9. Knowledge, Skills & Experience:

- 1) At least 10 years of varied experience in the field of cost estimation, tendering & evaluation. The incumbent must have a minimum of 5 years supervisory experience. An aptitude and experience in providing facility management services to large & prestigious projects like air port buildings, multi star hotels, hospitals, schools, universities OR petrochemical plants is essential.
- 2) Must have in-depth knowledge of cost estimation and tendering process of large & prestigious involving transactional Consultants/ Contractors.
- 3) Completion of secondary education, followed by 4 years Degree in Civil or Mechanical Engineering is a requirement. Good knowledge of English (both written and understanding of technical manuals) is essential.
- 4) Must be very familiar with the use of the computer and its applications. Very good interpersonal skills and adaptability to work in a multinational environment.

10. Approvals:

Statements in this Job Description are intended to reflect, in general, the duties and responsibilities of the position, but are not to be interpreted as totally inclusive.

	Signature	Date
Updated by: Prakash Aranha Manager – Operations & Maintenance		12/3/08
Approved by: Mohammed Al Malki Director, Facilities Management		14/3/08

DECISION MAKING LEVELS

A	<i>This job operates under direct and detailed work instructions and quite close supervision with immediate feedback</i>
B	<i>This job operates within general instructions and well-established instructions / routines and is closely supervised</i>
C	<i>This job operates within standardised procedures, practices and work routines and general work instructions. Supervision is general and is concerned with progress and results</i>
D	<i>This job works within broad procedures and practices that have clear precedents with operational guidance being readily available if needed. It is subject to managerial control and review of results upon completion</i>
E	<i>This job is free to determine how to achieve clearly defined annual departmental objectives through directing others. It is covered by functional policies (as distinct from procedures) and precedents. It is subject to executive management review and direction</i>