

Project Manager - IT Special Projects Management

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| Job Title | Project Manager | | |
| Division | Information Technology Division | | |
| Department | Special Projects Department | | |
| Section | IT Special Projects Management | | |
| Location | HQ | Direct Reports | |
| Reports To | MD | Version Number | 1 |
| External Relations | | Guide Number | 7047 |
| Internal Relations | All department | Job Code | |

Basic Function

Manage multiple information technology projects of varying complexity from start to finish based on re-determined goals and objectives.

KEY Responsibilities

Core

- Runs complex projects/programs from design and development to production.
- Defines requirements and plan project lifecycle deployment.
- Defines resources and schedule for project/program implementation.
- Directs and oversees project engineering team and manages conflicts within group.
- Create strategies for risk mitigation and contingency planning.
- Plans and schedule project deliverables, goals, and milestones.
- Efficiently identifies and solves project issues.
- Develop Requests for Proposals (RFP) for external services.
- Designs and maintain technical and project documentation.
- Strong organizational, presentation, and customer service skills.
- SMSA IT projects Implementation
- Maintain Implemented projects
- Provide support in trouble shooting with regard to the implemented IT/Communication projects

EHS

- Ensuring that all safety related equipment and systems, particularly fire fighting, alarm, emergency lights and similar equipment are identified, listed and scheduled as part of the preventive maintenance program, and that they remain in safe & good operational condition at all times
- Coordinating with maintenance staff concerning occupational health & Safety, and environmental management
- Coordinate and Participate in the departmental EHS system activities including hazard identification, safety awareness and procedures implementation, waste management, environmental aspects identification, and EHS audits

- Overseeing and monitoring all the work activities in order to make sure that work and job related hazards are identified and the work is being performed safely, following the OHS system / rules, and considering the environmental management principles
- Coordinating with the Maintenance Engineer / contractor regarding the execution of the preventive/corrective maintenance activities
- Actively participates in the development and implementation of EHS objectives & programs, and lead EHS audits / inspections. Take a major role in incident reporting & investigation
- Participates in the emergency response plan, development, and in conducting emergency drills
- Actively participates in the EHS audits / inspections. Take a major role in incident reporting & investigation
- Coordinate and participate in the paper and other recycling programs, communication & management
- Planning and supervising the EHS awareness and training activities and ensuring competence of all personnel
- Supervising the EHS internal audits, inspections, and corrective / preventive actions effectiveness

Business Continuity

- Ensuring that the BC plan (or plans) adequately delivers the organization's BC capability and meets the BC requirements.
- Communicating the implications of departmental changes that may impact the BCMS.
- Collecting information for and completing the BIA.
- Identifying and acknowledging supply chain priorities.
- Developing, implementing, and maintaining departmental procedures on behalf of the plan owner.
- Conducting and participating in exercises.
- Maintaining the departmental BC documentation. Liaising with the BC managers.
- Developing, coordinating, and facilitating the BCMS. This includes developing analysis and BC plan templates.
- Facilitating and coordinating the BIA, risk and threat assessment (related to prioritised activities), strategy and solutions planning, BC plans and testing throughout the organization.
- Ensuring maintenance of the BCMS on a periodic basis as well as whenever it is appropriate.
- The effective use of resources and procedures within the BCMS, such as systems, tools, and response and recovery procedures.
- Making recommendations, removing roadblocks, and reporting to top management
- Manage and oversee regular backups of critical data and systems.
- Ensure effective recovery procedures are in place for IT systems and infrastructure.
- Develop and implement continuity plans for IT services critical to SMSA operations.
- Stay updated with technology trends that can enhance the resilience of IT systems.
- Coordinate with suppliers to ensure continuity of supply in case of disruptions.
- Develop alternative supplier relationships as part of the business continuity strategy.
- Overseeing, supporting, and advising on the establishment and operation of the BCMS

Competencies - Professional and Technical

Behavioral Competencies

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| Communication | Level 3 |
| Continuous Learning | Level 3 |
| Initiative | Level 3 |
| Teamwork | Level 3 |

Technical Competencies

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| Networks, Infrastructure / Server Management Knowledge | Beginner |
| Service Management & Desktop Support Knowledge | Intermediate |
| SMSA Applications Knowledge | Advanced |

Competencies – EHS

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| Knowledge of basic environment health and safety requirements |
| EHS corporate objectives awareness |
| Awareness of EHS requirements in the QEHS management systems |
| Have attended EHS awareness training (if applicable) |
| Awareness of Environment Health Safety incident reporting |

Organizational Competencies

Intermediate

*Refer the Organizational Competencies Dictionary in GUIDE (Doc# 6244)

Decision Making

Key Performance Indicators (KPIs)

Abide by the goal setting forms (Individual KPI'S) of the current financial year

Qualification : Education and Experience

Bachelor's Degree (Preferred specialization in their field of work).(Those in finance/ accounting jobs must be a CPA or equivalent.). At least five (5) years of relevant work experience, 2 years of which should be in managerial capacity, preferably in the same industry.

or

Diploma, certificate courses with over 8 years industry experience of which at least 2 years has been in management position

or

Diploma, certificate courses with over 10 years industry experience of which at least 4 years has been in Supervisory position

*Note: Industry Experience wherever its applicable

Date Of Release

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| Prepared By: | Reviewed by: | Approved by: | Endorsed by: |
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| Updated by: | Date: | Approved by: | Date: |
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| Employee Name: |
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I hereby confirm my utmost commitment in fulfilling all the requirements including above and any amendment to this document.

Management reserves the right to amend the Job description at any time without prior notice.

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| Signature: |
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