

## Manager - Planning and Engineering Management

Job Title	Manager		
Division	Transportation Operations Division		
Department	Planning and Engineering Department		
Section	Planning and Engineering Management		
Location	Kingdom wide	Direct Reports	Industrial Engineers
Reports To	Director Operations	Version Number	1
External Relations	Customers	Guide Number	7326
Internal Relations	Administration	Job Code	

### Basic Function

Leads & manages a team of Professionals with responsibility for service engineering. Includes development of opportunities/solutions to realize significant productivity/ performance improvements (process re-engineering, best practices, cross border stations etc) , and/or identification, evaluation & implementation of diverse opportunities to expand services/coverage. Involves gaining commitment to solutions, leading/supporting key Operations projects that involve cross functional Teams, ensuring solutions deliver the optimum business results whilst complying with company policy & safety requirements. Fully understand, drive and promote SMSA vision, culture and values.

### KEY Responsibilities

#### Core

- Provides leadership & direction to a Team of Professionals. Includes clear expectations regarding company business goals, priorities, & risks and gains team commitment to the achievement of the required results.
- Contributes to the identification and development of company's strategic & tactical plans, facilitating or leading the process as required.
- Leads/participates in key initiatives to evaluate service gaps. Includes leading key parts of projects (analysis & evaluation of business/market factors, identification & development of engineering solutions, working practices, operating plans etc).
- Initiates and/or leads projects to improve capabilities by reengineering key parts of the operation (re-location of specific functions, process re-engineering, maximizing sort capacity etc).
- Lead the team of engineers for developing new processes, workflow improvements, including reengineering work processes with the aim of bringing down time, effort, and cost involved.
- Standardize the work processes within all various work areas of the company, e.g. hubs, stations, and logistics.
- Assist management/consultant in improving current Hub & Spoke Schedule and International network by gathering and utilizing reliable data.
- Supporting facilities with various analysis to help identify potential areas of improvements.

#### Projects

- Training engineers and professionals and build a strong project team.

- Leads/actively participates in the core projects of the company.
- Leads and support new business and projects activities by setting up technical work processes and procedures, estimating the cost of new processes and resources, designing and implementing new processes and layouts.
- Leads multiple operations projects and initiatives, such as start up and management of Project.
- Leads team of engineers to provide support for data mining, management and reporting, helps set up key performance indices, and in process measures.
- Leads/participates in effective Route Re-structuring, optimization and management projects.
- Lead the projects for design new facilities and redesign and enhancing the existing ones; i.e. Hub & Station, Gateway, Healthcare and Logistics warehouses.
- Leads/participates to conduct independent audits and leads small audit project teams focusing on specific, typically complex operational areas or locations.

## 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

## Competencies - Professional and Technical

### Technical Competencie

Language Proficiency knowledge (English)	Intermediate
Liaising and Negotiating knowledge	Beginner
MS Office (Excel, Word, PowerPoint, Visio, Outlook) Knowledge	Intermediate
Route Planning Knowledge for Industrial Engineers	Advanced
SMSA System (CORE, ERP, SDM, SAM, INFINITY, SPOT, POS, Sibel, Courier application, e	Intermediate

### Competencies – EHS

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

Prepared By:	Reviewed by:	Approved by:	Endorsed by:
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<b>Updated by:</b>	<b>Date:</b>	<b>Approved by:</b>	<b>Date:</b>

<b>Employee Name:</b>

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.

<b>Signature:</b>	<b>Date:</b>