



Job Descriptions

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Gulf Builders Cont. Co.

Job Description & Job Specification [Draft]

Designation:	General Manager	Reports to:	Company Owner/Partner
Supervises:	Operations Manager, Accountant, P.R.O./Administrator		
Reviewed by:		Approved by:	
Date:		Date:	

Job Summary:

Responsible to ensure organisational effectiveness through the use of proper planning, budgeting, staffing, financing, marketing and maintaining operational control, in order to make profits for the company and enhance its reputation in the market place.

Essential job functions:

- Prepares, develops, finalises, effects, modifies and monitors the long term, short term, annual and periodic budgets and plans for the organisation. Updates Owner/Partner and/or their representatives about their progress and provides logical and rational explanation for variations in their achievement.
- Controls the operations of the organisation including financial, sales, engineering, procurement and administration by providing management support and direction to departmental heads and their respective teams.
- Responsible to ensure the development, enforcement, maintenance and updating of suitable systems, policies and procedures within the organisation, in order for the company to carry on its activities smoothly. Coordinates, reviews and approves the preparation of policy manuals, safety standards and quality guidelines and ensures the adherence of company employees to these documents.
- Responsible to ensure the profitability of the company and return on investment for the owner/partner. Approves the pricing for tenders/projects, ensures that project expenses are well within the contract price and monitors the income and expenditure of the company for budget compliance and cost control. Performs regular analysis on the fiscal health of the organisation, takes suitable remedial measures if required, and re-orientes the organisation towards financial sustenance.
- Maintains relationship with old and existing clients/consultants/contractors/sub-contractors with regular follow up meetings and sources new clients by applying a focussed marketing approach. Presents the company and its activities to clients, pre-qualifies, tenders, negotiates and finalises new projects for the company to execute.
- Final responsibility for the recruitment of qualified, skilled and experienced personnel and their termination. Monitors employee productivity and performance in a periodical manner and ensures the provision of professional and personal growth opportunities. Provides motivation, leadership initiative, guidance to the employees and ensures the maintenance of high morale within the company. Ensures the application of fair, ethical and non-discriminatory employment practices and provides an equal employment opportunity environment within the organisation.
- Assesses and evaluates market conditions, trends, associated risks and sets out suitable solutions to overcome downturns, crises and abnormalities. Continuously identifies and develops opportunities for the company to expand its products, services, functions and area of operation

Additional job duties:

- Performs other duties as assigned by the Owner/Partner.

Physical Activities:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in an office setting at site or at related agency offices, although work activities may require visits to outdoor project sites. The job involves travel and limited exposure to various inclement weather conditions, rigorous conditions and/or high noise environments.

Must be able to hear. Specific vision abilities include close vision, distance vision, colour vision, peripheral vision, depth perception, and the ability to adjust focus.

Licences:

Valid Qatar Driving Licence with a driving record acceptable to the company's insurance carrier.

Qualifications:

Knowledge of civil engineering and construction principles, practices and methods as applicable to UAE and/or GCC countries. Thorough knowledge of Project Planning, Assignment of Resources, Pricing, Contracts conditions and design principles. Ability to estimate project costs, negotiate contracts and change orders, judge construction progress and quality of work performed by project personnel, contractors, understand and execute oral and written instructions using the English & Arabic Language, understand, produce, interpret and administer budgets/plans, use initiative and independent judgement in carrying out assignments with a minimum of supervision, communicate effectively, orally and in writing, with employees, consultants, contractors, other governmental agency representatives, and the general public, conduct research and compile comprehensive reports and other correspondence by using computers.

Education & Experience:

Graduation from a four-year college or university with a degree in civil engineering, or closely related field and a minimum of eight years specific experience including multiple projects management in engineering, construction management of pre-engineered building structures using steel or similar metal elements as predominant material in the construction, or in a closely related field of building structures which uses pre-engineered components and steel as predominant material. Out of these, at least two years responsibility in an operational role covering responsibilities of estimation, planning, purchase, project management, accounting departments/individuals. Previous experience or close association in a role with full operational responsibility in a construction environment.

It is expected that a candidate with the above optional experience will have an overall minimum experience of ten years and will be in the age bracket 35 to 45 years of age.

Any combination of related education and/or related experience can be considered if the candidate possesses the demonstrated ability.

Gulf Builders Cont. Co.

Job Description & Job Specification [Draft]

Designation:	Construction Manager	Reports to:	General Manager and/or Management Representative
Supervises:	Project Manager(s)/Engineer(s),/Erection Engineer,/ Camp Boss (partially)		
Reviewed by:		Approved by:	
Date:		Date:	

Job Summary:

Responsible for the construction of the company project with direct control on the role and performance of the supervised employees, securing projects through cost beneficial pricing, management of awarded projects for budgets/plans, , quality, safety, cost overruns, variations, invoicing, collection and timely delivery of completed projects.

Essential job functions:

- Provides managerial assistance to the Project Manager/Engineer in preparing plans/schedules of work, budgets, financial requirements, material/service requirement for awarded projects; ensures that the construction proceeds according to the schedule and within budget and assists in resolving day to day engineering, material, labour, equipment and other problems at site.
- Ensures that the complete scope of work is specified in contract agreements with sub contractors and that, responsibility of the sub-contractor is detailed out in the agreements. Conducts final negotiations and approves agreement between company and sub-contractor. And forward sub-contract to G.M for signature.
- Provides management support, expert advice and develops solutions for issues faced by the departments in carrying out their role. Ensures that the organisation functions within the applicable laws, regulations and approved industry practices.
- Required to perform analysis on engineering aspects, project status, financial health and administration management; interpret the information and reports, recommend and carry out approved changes in operation.
- Develops, modifies, implements and ensures the operation of systems, policies and procedures within the organisation for smooth operations.
- Responsible for the identification, mobilisation, placement, evaluation and appraisal of project teams; and termination of employment contracts between project team members and the company. Identifies Project Manager/Engineer for new/additional projects secured by the company.
- Responsible to achieve set targets in relation to Invoicing, Collection, Performance & Productivity. Ensures that the cost budgets for each project is prepared and controlled strictly within acceptable parameters.
- Provides feedback to the sales team in relation to project estimates/price with data of actual quantities, material, supply, services and costs and pinpoints weaknesses in pricing and contract issues.

- Submit a project budget to G.M together with the project plan for time completion. Accompanied with the resources as required (material, labour, equipment, subcontractors) **within One Month** from contract award.
- Follow up submittal approval of drawings & Material with client and consultant.
- Raise invoices at 7th of the following month for all projects and follow up collection.

Additional job duties:

- Performs other duties as assigned by the General Manager/Management Representative.

Physical Activities:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in an office setting or at related agency offices, although work activities frequently require supervising outdoor work at site. The job involves travel and exposure to various inclement weather conditions, rigorous conditions and/or high noise environments.

Must be able to hear. Specific vision abilities include close vision, distance vision, colour vision, peripheral vision, depth perception, and the ability to adjust focus. Ability to use hands to feel, handle, or operate objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch; and taste or smell. Each of the listed activities also requires standing, sitting, walking, bending, stooping, climbing on ladders, and routinely lifting and carrying items and boxes weighing up to and sometimes greater than body weight

Licences:

Valid Qatar Driving Licence with a driving record acceptable to the company's insurance carrier.

Qualifications:

Ability to use an advanced desktop or personal computer loaded with Windows XP as an operating system, and above average ability to use and navigate Microsoft Word and Microsoft Excel as packages. Should have an understanding of utilising emails for communication, and using search engines on the internet. Should show reasonable capability in using a computer keyboard and typing in English; ability to use Arabic & English language for conversation, comprehension. Understanding of technical terms and words, material, equipment, tools, common services, machinery used in construction projects. Should be a skilled negotiator; must possess good inter-personal and persuasive skills, must be a team leader with good motivational skills, assertive nature and; demonstrated ability to apply logical & analytical thought process for day to day problems. Knowledge of suppliers, sub contractors and previous contact with them in the local market place.

Education & Experience:

Graduate in a four year degree program from a college/university in civil engineering with a minimum of 10 years work experience, a large part of which will be with a similar organisation in the erection of pre-engineered building structures in a contracting company environment in the UAE. Must have managed multiple projects as a team leader with at least two such projects completed in the immediate preceding years. It is expected that a candidate with the above optional experience will be in the age bracket 32 to 45 years of age. Any combination of related education and/or related experience can be considered if the candidate possesses the demonstrated ability.

Gulf Builders Cont. Co.

Job Description & Job Specification [Draft]

Designation:	Estimation Manager	Reports to:	General Manager
Supervises:			
Reviewed by:		Approved by:	
Date:		Date:	

Job Summary:

Supervising prepare details, modifies and finalises drawings as per instructions from management/project team using Autocad, provides estimation and quantity surveying services when required.

Essential job functions:

- Supervise / prepares details and modifies proposal drawings including sections, plans and elevation diagrams as per instructions provided, in order to process client approvals. Provides preliminary estimation support to estimate quantities from drawings to determine project costs.
- Supervise / prepares, details and modifies detailed architectural and structural drawings including sections, elevations, plans, part view etc., in order for the company to get drawing approval of proposed projects from relevant authorities.
- Supervise / prepares, details and modifies shop drawings and creates sketches, parts and details for the engineers to develop a clear understanding of various facts of the construction project.
- Supervise / prepares, details and modifies variation drawings and quantities.
- As per requirement, attends meetings with Client/Consultant/Contractor/Sub-contractor for providing clarifications and explanations.
- Responsible for documentation, filing, recording revisions and versions of drawings.
- Suggest alternatives to tenders and proposals
- Make sure that quantity take off for all tenders is accurate
- Make sure that all units cost rates are updated
- Finance cost of each quotation and get sales manager signature before sending to the client

Additional job duties:

- Reviews shop drawings submitted by the sub-contractors for accuracy, conformity and verifies quantities from the drawings.
- Visits project sites to reorganise approved drawings at site prior to client/consultant visits to project sites.
- Performs other duties as assigned by the Operations Manager.

Physical Activities:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in an office setting at site, but may infrequently require to visit offices of clients/consultants/contractor/sub-contractor and project sites.

Must be able to hear. Specific vision abilities include close vision, distance vision, colour vision, peripheral vision, depth perception, and the ability to adjust focus. Ability to use hands to feel, handle, or operate objects, tools, or controls.

Licences:

The availability of a Driving Licence has no impact on the work/role.

Qualifications:

Knowledge of civil engineering and construction principles, practices and methods as applicable to UAE and/or GCC countries. Possesses a clear understanding of civil, mechanical and electrical drawings, quantity take-offs, and the usage of plotters and printers. Expert in the use of Autocad for preparing designs and drawings. Ability to understand and execute oral and written instructions using the English & Arabic Language, use initiative and independent judgement in carrying out assignments with a minimum of supervision, communicate effectively, orally and in writing, with employees, consultants, and contractors.

Education & Experience:

Minimum of 12 years of education followed by a professional course in Autocad or Diploma in Civil/Structural Engineering with experience in draughtsmanship. Should have experience of at least 2 years with Building Structures with specific exposure to Middle East Construction practices.

It is expected that a candidate with the above optional experience will have an overall minimum experience of ten years and will be in the age bracket 23 to 32 years of age.

Any combination of related education and/or related experience can be considered if the candidate possesses the demonstrated ability

Gulf Builders Cont. Co.

Job Description & Job Specification [Draft]

Designation:	Finance Manager	Reports to:	General Manager
Supervises:			
Reviewed by:		Approved by:	
Date:		Date:	

Job Summary:

Manages and supervises the overall work of the Accounting Unit. Responsibilities include the training and development of personnel in the Unit as well as other duties as assigned by the General Manger.

Controls & regulates the accounting function attached to a contracting company to include invoicing, collection, financial data entry, payroll, report generation and banking transactions on behalf of the company.

Essential job functions:

- Manages and supervises the overall work of the Accounting Unit
- Administers inter-group accounting between his area office and other offices or headquarters
- Oversees credit facilities and constantly works on increasing the banking financial umbrella
- Interfaces with banks for issues concerning:
 - Letter of Credit.
 - Performance Bond.
 - Letter of Guarantee.
 - Other Financial Requirements.
- Oversees the preparation and checks on invoices and invoice payments
- Responsible for updating the collection of payments on the AMANA Invoicing Module
- Manages the scheduling of payments of suppliers and subcontractors
- Responsible for the reconciliation and preparation of financial reports:
 - Weekly Reports
 - Monthly Reports
 - Yearly Reports
 - Balance Sheet
 - Income Statement
 - Other statements
- Interfaces with auditors.
- Checks the following J/Vs:
 - General Ledger
 - Suppliers & Sub-Contractor
 - Clients

- Bank Payment Voucher
- Cash Payment Voucher
- Responsible for the following schedules:
 - Rents
 - Fixed Assets
 - Leave Salaries
 - Indemnities
- Responsible for issuing staff and labor payrolls
- Administers all applicable insurance policies
- Independently manages and controls the accounting, financial and banking requirements of the organisation. Ensures the data entry into the accounting system and maintains an up to date level of accounting and financial information on the company.
- Prepares system generated itemised invoices based on progress reports, bills of quantities submitted by Engineers/Managers and presents them to the client/consultant/main contractor for processing payments. Follows up and coordinates with their representatives for arranging the receipt of money's due in the shortest possible time frame.
- Receives the approved invoices of suppliers/service providers, records them in the system, generates periodically, payment schedules of various invoices based on agreed credit terms and obtains approval from management to schedule payments. Disburses payment and ensures record of receipts.
- Responsible for carrying out all banking liaison and transactions relating to cheques, drafts, cash, letters of credit, letters of guarantees, reconciliations, request and maintenance of banking facilities and ensures that banking services are provided at the most economical rates for the organisation.
- Analyses financial data and regularly prepares and updates financial reports and statements related to trial balance, profit & loss account, cash flow, funds flow, bill wise and company wise ageing, outstanding, payables and receivables, project costs, salaries etc.
- Prepares the payroll after receipt of time sheets and disburses salaries to the employees/contracted staff in a regular and accepted manner.
- Arranges & controls the tagging of company fixed assets and maintains the fixed asset register, depreciation schedule, records new assets purchased, determines value of the asset, arranges for the disposal of unwanted & written off assets.
- Prepares financial budgets after coordination with department heads, presents to management and obtains approvals; periodically assesses variations of actual expenditure in comparison with the approved budget and provides management reports.
- Coordinates with company auditors to provide data & clarifications on the financials, in order for them to perform and complete interim and final audits. Ensures that auditors recommendations are implemented in a timely manner.

Additional job duties:

- Plans, obtains and maintains the petty cash requirements of the company. Ensures the disbursement to Project Manager/Engineer of Project Petty Cash and reimburses expenses periodically after verifying an expense statement.
- Performs other duties as assigned by the General Manager.

Physical Activities:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in an office setting and will require trips to meet with client/consultant/main contractor. May be required to carry light, and medium weight items, lesser than body weight. Must have clear vision & hearing, colour perception, full movement of limbs.

Licences:

The availability of a Driving Licence has no impact on the work/role.

Qualifications:

Ability to use an advanced desktop or personal computer loaded with Windows XP as an operating system, and above average ability to use and navigate Microsoft Word and Microsoft Excel as packages. Should have used computerised accounting packages and must be highly conversant with all modules, report formation of DacEasy. Should be conversant with financial, accounting and audit principles, practices & procedures prevalent in the region. Should show reasonable capability in using a computer keyboard and typing in English. Good inter-personal skills and reasonable negotiation abilities. High degree of analytical capability.

Education & Experience:

Bachelor's degree (B. A.) from four-year College or university with 5 to 10 years of related experience and/or training, C.P.A is required

Gulf Builders Cont. Co.

Job Description & Job Specification [Draft]

Designation:	Procurement Officer	<i>Reports to:</i>	Procurement Manager	Engineer/
<i>Supervises:</i>				
<i>Reviewed by:</i>		<i>Approved by:</i>		
<i>Date:</i>		<i>Date:</i>		

Job Summary:

Identifies, develops, maintains multiple and alternative suppliers for materials, machinery, tools, equipment and services, to procure & arrange to supply at required site, the related items and/or services, as per specifications at competitive prices and of acceptable quality, on demand, or as per plan, in order to maintain progress of work and continuous operation of all projects.

Essential job functions:

- Independently and totally responsible to arrange and procure all project and office related tools, machinery, material, equipment and services.
- material/service procurement
- Finalises all bulk project cost items with concerned suppliers and sub-contractors through skilful negotiations and ensures that the material & services are secured prior to handing over responsibility of a new project to the Project Manager/Engineer.
- Coordinates and supervises the work of the Purchase Officer, Secretary and provides instructions to the P.R.O., Accountant to carry out their duties.
- Participates in the estimation of company tenders by providing current prices of materials, tools, equipments and services required for the proposed project. Suggests the use of acceptable alternates, either for cost benefit or where the perceived availability of the same is doubtful at the time of project commencement or during the progress of the project.
- Continuously identifies, develops and maintains regular contact with multiple and alternate suppliers for various, common items and services; ascertains, negotiates and records prices for them in order for it to be used when required.
- As per scope of work and specifications, standardises the criteria, requirements & expectations, prepares and sends enquiries to suppliers and service providers; coordinates the response of quotations, interprets and tabulates the information, prepares a comparative analysis of the price, delivery terms, and other criteria in order to provide recommendations to management for approval.
- Responds to on going projects, for either immediate and planned, material or service requirements, from Site Engineers/Project Managers, by contacting relevant suppliers; arranges and procures samples as per specifications, obtains approval from Project Manager/Site Engineer for procurement, and arranges for its delivery, unloading, storing at site.
- Negotiates the terms of purchase, price, delivery terms, time of delivery, packaging, mode of transport, freight cost, loading/unloading arrangements and credit terms to the benefit of the

company; arranges with accounts department to obtain letter of credit/guarantee wherever applicable.

- Obtains delivery note from supplier and forwards to accounts department with agreed credit terms for processing payment.

Additional job duties:

- Performs other duties as assigned by the Operations Manager.

Physical Activities:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in an office setting and will require trips to meet with suppliers. May be required to carry light, and medium weight items, lesser than body weight. Must have clear vision & hearing, colour perception, full movement of limbs.

Licences:

Valid Qatar Driving Licence with a driving record acceptable to the company's insurance carrier.

Qualifications:

Ability to use an advanced desktop or personal computer loaded with Windows XP as an operating system, and above average ability to use and navigate Microsoft Word and Microsoft Excel as packages. Should have an understanding of utilising emails for communication, and using search engines on the internet. Should show reasonable capability in using a computer keyboard and typing in English; ability to use Arabic & English language for conversation, comprehension. Understanding of technical terms and words, material, equipment, tools, common services, machinery used in construction projects. Should be a skilled negotiator; must possess good inter-personal and persuasive skills; demonstrated ability to apply logical & analytical thought process for day to day problems. Knowledge of suppliers and previous contact with them in the local market place.

Education & Experience:

Graduate in a three year degree program from a college/university, preferably with an engineering oriented education. Previous experience in a recent and similar role of at least 5 years in a contracting company environment in the UAE. It is expected that a candidate with the above optional experience will be in the age bracket 30 to 45 years of age. Any combination of related education and/or related experience can be considered if the candidate possesses the demonstrated ability.

Gulf Builders Cont. Co.

Job Description & Job Specification [Draft]

<i>Designation:</i>	Control Manager	<i>Reports to:</i>	General Manager and/or Management Representative
<i>Supervises:</i>	Quality , Planning , Contracts & Cost Control		
<i>Reviewed by:</i>		<i>Approved by:</i>	
<i>Date:</i>		<i>Date:</i>	

Job Summary:

Responsible for the Quality, Planning, Contracts, Cost Control of the company securing projects through cost pricing, management of awarded projects for budgets/plans, material/service, quality, safety, cost overruns, variations, invoicing, collection and timely delivery of completed projects, signed contract with clients and subcontractors.

Essential job functions:

- Supervise / prepares details and modifies proposal drawings including sections, plans and elevation diagrams as per instructions provided, in order to process client approvals. Provides preliminary estimation support to estimate quantities from drawings to determine project costs.
- Cost control by collecting data from procurement, construction and report costing to management to make sure constructions are on budget.
- Control all subcontracts agreements and progress to be sure that the subcontract and constructions going on time and budget.
- Planning, controls, monitoring that schedule are updated and all within time frame and contractually covered.
- Quality control and quality assurance development and monitoring.
- Development of procedure and obtain ISO 9000/2000 by mid 2006
- ERP package development by mid of 2006
- Monitor preliminary construction schedule (and other reports such as cash flow and manpower requirements) for quoted jobs whenever necessary
- Monitor works with the construction department to prepare the following for each schedule:
 - a) construction schedule
 - b) manpower schedule
 - c) submittal Log
 - d) drawing Log
- Monitor the following with input from the construction department on a weekly basis:
 - a) Construction schedule
 - b) Manpower schedule
 - c) Submittal Log

- d) Drawing Log
- Monitor daily site data to update:
 - a) weekly progress report by project
 - b) monthly progress report by project
 - c) monthly manpower report by project and overall
 - d) monthly cash flow report by project and overall
- Financial
 - Continuously monitors project's purchases to ensure they do not exceed the construction budget.
 - Coordinates with the construction department for the timely issuance of due invoices.
 - Responsible for updating and maintaining the invoicing module
 - Prepares the pricing of variation order to input from construction department.
- General
 - Overlooks the training and development of personnel in the planning and control unit.

Additional job duties:

- Performs other duties as assigned by the General Manager/Management Representative

Physical Activities:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in an office setting or at related agency offices, although work activities frequently require supervising outdoor work at site. The job involves travel and exposure to various inclement weather conditions, rigorous conditions and/or high noise environments.

Must be able to hear.

Licences:

Valid Qatar Driving Licence with a driving record acceptable to the company's insurance carrier.

Qualifications:

Ability to use an advanced desktop or personal computer loaded with Windows XP as an operating system, and above average ability to use and navigate Microsoft Word and Microsoft

Excel as packages. Should have an understanding of utilising emails for communication, and using search engines on the internet. Should show reasonable capability in using a computer keyboard and typing in English; ability to use Arabic & English language for conversation, comprehension. Understanding of technical terms and words, material, equipment, tools, common services, machinery used in construction projects. Should be a skilled negotiator; must possess good inter-personal and persuasive skills, must be a team leader with good motivational skills, assertive nature and; demonstrated ability to apply logical & analytical thought process for day to day problems. Knowledge of suppliers, sub contractors and previous contact with them in the local market place.

Education & Experience:

Graduate in a four year degree program from a college/university in civil engineering with a minimum of 10 years work experience, a large part of which will be with a similar organisation in the erection of pre-engineered building structures in a contracting company environment in the UAE. Must have managed multiple projects as a team leader with at least two such projects completed in the immediate preceding years. It is expected that a candidate with the above optional experience will be in the age bracket 32 to 45 years of age. Any combination of related education and/or related experience can be considered if the candidate possesses the demonstrated ability

<i>Gulf Builders</i> Cont. Co.			
Job Description & Job Specification [Draft]			
Designation:	Purchase Officer	<i>Reports to:</i>	Operations/Procurement Manager
<i>Supervises:</i>		<i>Approved by:</i>	
<i>Reviewed by:</i>		<i>Date:</i>	
<i>Date:</i>			

Job Summary:

Identifies, develops, maintains multiple and alternative suppliers for materials, machinery, tools, equipment and services, to procure & arrange to supply at required site, the related items and/or services, as per specifications at competitive prices and of acceptable quality, on demand, or as per plan, in order to maintain progress of work and continuous operation of all projects.

Essential job functions:

- Independently and totally responsible to arrange and procure all project and office related tools, machinery, material, equipment and services.
- Participates in the estimation of company tenders by providing current prices of materials, tools, equipments and services required for the proposed project. Suggests the use of acceptable alternates, either for cost benefit or where the perceived availability of the same is doubtful at the time of project commencement or during the progress of the project.
- Continuously identifies, develops and maintains regular contact with multiple and alternate suppliers for various, common items and services; ascertains, negotiates and records prices for them in order for it to be used when required.
- As per scope of work and specifications, standardises the criteria, requirements & expectations, prepares and sends enquiries to suppliers and service providers; coordinates the response of quotations, interprets and tabulates the information, prepares a comparative analysis of the price, delivery terms, and other criteria in order to provide recommendations to management for approval.
- Responds to on going projects, for either immediate and planned, material or service requirements, from Site Engineers/Project Managers, by contacting relevant suppliers; arranges and procures samples as per specifications, obtains approval from Project Manager/Site Engineer for procurement, and arranges for its delivery, unloading, storing at site.
- Negotiates the terms of purchase, price, delivery terms, time of delivery, packaging, mode of transport, freight cost, loading/unloading arrangements and credit terms to the benefit of the company; arranges with accounts department to obtain letter of credit/guarantee wherever applicable.
- Obtains delivery note from supplier and forwards to accounts department with agreed credit terms for processing payment

Additional job duties:

- Performs other duties as assigned by the Operations Manager.

Physical Activities:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in an office setting and will require trips to meet with suppliers. May be required to carry light, and medium weight items, lesser than body weight. Must have clear vision & hearing, colour perception, full movement of limbs.

Licences:

Valid Qatar Driving Licence with a driving record acceptable to the company's insurance carrier.

Qualifications:

Ability to use an advanced desktop or personal computer loaded with Windows XP as an operating system, and above average ability to use and navigate Microsoft Word and Microsoft Excel as packages. Should have an understanding of utilising emails for communication, and using search engines on the internet. Should show reasonable capability in using a computer keyboard and typing in English; ability to use Arabic & English language for conversation, comprehension. Understanding of technical terms and words, material, equipment, tools, common services, machinery used in construction projects. Should be a skilled negotiator; must possess good inter-personal and persuasive skills; demonstrated ability to apply logical & analytical thought process for day to day problems. Knowledge of suppliers and previous contact with them in the local market place.

Education & Experience:

Graduate in a three year degree program from a college/university, preferably with an engineering oriented education. Previous experience in a recent and similar role of at least 5 years in a contracting company environment in the UAE. It is expected that a candidate with the above optional experience will be in the age bracket 30 to 45 years of age. Any combination of related education and/or related experience can be considered if the candidate possesses the demonstrated ability

Gulf Builders Cont. Co.

Job Description & Job Specification [Draft]

Designation:	Q.S & Estimator	Reports to:	Estimation Manager
Supervises:			
Reviewed by:		Approved by:	
Date:		Date:	

Job Summary:

Prepares, details, modifies and finalises drawings as per instructions from management/project team using Autocad, provides estimation and quantity surveying services when required.

Essential job functions:

- Prepares details and modifies proposal drawings including sections, plans and elevation diagrams as per instructions provided, in order to process client approvals. Provides preliminary estimation support to estimate quantities from drawings to determine project costs.
- Prepares details and modifies detailed architectural and structural drawings including sections, elevations, plans, part view etc., in order for the company to get drawing approval of proposed projects from relevant authorities.
- Prepares details and modifies shop drawings and creates sketches, parts and details for the engineers to develop a clear understanding of various facets of the construction project.
- Prepares details and modifies variation drawings and quantities.
- Prepares as-built drawings incorporating the sub-contractors drawings, in order to present to the client the final as-built drawings.
- As per requirement, attends meetings with Client/Consultant/Contractor/Sub-contractor for providing clarifications and explanations.
- Responsible for documentation, filing, recording revisions and versions of drawings.

Additional job duties:

- Reviews shop drawings submitted by the sub-contractors for accuracy, conformity and verifies quantities from the drawings.
- Visits project sites to reorganise approved drawings at site prior to client/consultant visits to project sites.
- Performs other duties as assigned by the Operations Manager.

Physical Activities:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in an office setting at site, but may infrequently require to visit offices of clients/consultants/contractor/sub-contractor and project sites.

Must be able to hear. Specific vision abilities include close vision, distance vision, colour vision, peripheral vision, depth perception, and the ability to adjust focus. Ability to use hands to feel, handle, or operate objects, tools, or controls.

Licences:

The availability of a Driving Licence has no impact on the work/role.

Qualifications:

Knowledge of civil engineering and construction principles, practices and methods as applicable to UAE and/or GCC countries. Possesses a clear understanding of civil, mechanical and electrical drawings, quantity take-offs, and the usage of plotters and printers. Expert in the use of Autocad for preparing designs and drawings. Ability to understand and execute oral and written instructions using the English & Arabic Language, use initiative and independent judgement in carrying out assignments with a minimum of supervision, communicate effectively, orally and in writing, with employees, consultants, and contractors

Education & Experience:

Minimum of 12 years of education followed by a professional course in Autocad or Diploma in Civil/Structural Engineering with experience in draughtsmanship. Should have experience of at least 2 years with Building Structures with specific exposure to Middle East Construction practices.

It is expected that a candidate with the above optional experience will have an overall minimum experience of ten years and will be in the age bracket 23 to 32 years of age.

Any combination of related education and/or related experience can be considered if the candidate possesses the demonstrated ability.

Gulf Builders Cont. Co.

Job Description & Job Specification [Draft]

Designation:	Accountant	Reports to:	General Manager
Supervises:		Approved by:	
Reviewed by:		Date:	

Job Summary:

Controls & regulates the accounting function attached to a contracting company to include invoicing, collection, financial data entry, payroll, report generation and banking transactions on behalf of the company.

Essential job functions:

- Independently manages and controls the accounting, financial and banking requirements of the organisation. Ensures the data entry into the accounting system and maintains an up to date level of accounting and financial information on the company.
- Prepares system generated itemised invoices based on progress reports, bills of quantities submitted by Engineers/Managers and presents them to the client/consultant/main contractor for processing payments. Follows up and coordinates with their representatives for arranging the receipt of money's due in the shortest possible time frame.
- Receives the approved invoices of suppliers/service providers, records them in the system, generates periodically, payment schedules of various invoices based on agreed credit terms and obtains approval from management to schedule payments. Disburses payment and ensures record of receipts.
- Responsible for carrying out all banking liaison and transactions relating to cheques, drafts, cash, letters of credit, letters of guarantees, reconciliations, request and maintenance of banking facilities and ensures that banking services are provided at the most economical rates for the organisation.
- Analyses financial data and regularly prepares and updates financial reports and statements related to trial balance, profit & loss account, cash flow, funds flow, bill wise and company wise ageing, outstanding, payables and receivables, project costs, salaries etc.
- Prepares the payroll after receipt of time sheets and disburses salaries to the employees/contracted staff in a regular and accepted manner.
- Arranges & controls the tagging of company fixed assets and maintains the fixed asset register, depreciation schedule, records new assets purchased, determines value of the asset, arranges for the disposal of unwanted & written off assets.
- Prepares financial budgets after coordination with department heads, presents to management and obtains approvals; periodically assesses variations of actual expenditure in comparison with the approved budget and provides management reports.
- Coordinates with company auditors to provide data & clarifications on the financials, in order for them to perform and complete interim and final audits. Ensures that auditors recommendations are implemented in a timely manner.

Additional job duties:

- Plans, obtains and maintains the petty cash requirements of the company. Ensures the disbursement to Project Manager/Engineer of Project Petty Cash and reimburses expenses periodically after verifying an expense statement.
- Performs other duties as assigned by the General Manager.

Physical Activities:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in an office setting and will require trips to meet with client/consultant/main contractor. May be required to carry light, and medium weight items, lesser than body weight. Must have clear vision & hearing, colour perception, full movement of limbs.

Licences:

The availability of a Driving Licence has no impact on the work/role.

Qualifications:

Ability to use an advanced desktop or personal computer loaded with Windows XP as an operating system, and above average ability to use and navigate Microsoft Word and Microsoft Excel as packages. Should have used computerised accounting packages and must be highly conversant with all modules, report formation of DacEasy. Should be conversant with financial, accounting and audit principles, practices & procedures prevalent in the region. Should show reasonable capability in using a computer keyboard and typing in English. Good inter-personal skills and reasonable negotiation abilities. High degree of analytical capability.

Education & Experience:

Graduate in a three year degree program from a college/university, preferably with an accounting qualification. Previous experience in a recent and similar role of at least 2 years in a similar grade contracting company environment handling accounts independently in the UAE. It is expected that a candidate with the above optional experience will be in the age bracket 30 to 45 years of age. Any combination of related education and/or related experience can be considered if the candidate possesses the demonstrated ability.

Gulf Builders Cont. Co.

Job Description & Job Specification [Draft]

Designation:	Office Secretary	Reports to:	Sr. Admin & HR Officer
Supervises:			
Reviewed by:		Approved by:	
Date:		Date:	

Job Summary:

Provides assistance to office staff in typing, tabulating, referencing, recording, filing and retrieving documents; arranging appointments, managing common office stationery; attending to telephone calls and visitors; scheduling appointments & meetings for office staff and other routine administrative tasks

Essential job functions:

- Required to project a pleasant and helpful approach in attending all incoming calls and visitors, establish requirements, and respond with basic information and/or route to concerned employee/department. In the absence of employee, to take and deliver complete messages including caller/visitor name, company represented, time of call/visit, purpose of call/visit and action to be taken by employee/department.
- Responsible to arrange procurement, replenish, maintain, retrieve and provide on demand, common office stationery to both office based and site based employees.
- Provide data entry, tabulation & typing services in Arabic/English for hand written or previously typed documents provided by office/site staff and return them for review/modifications/approval and arrange for the dispatch of these documents. Self correspond for routine, standard or formatted responses which does not require any decision making and/or of inconsequential nature.
- Coordinate with identified external entities like travel agency(s), courier company(s), hotel(s), restaurant(s), car rental(s) etc. for bookings, appointments, reservations and services on behalf of the company. Coordinates with external entities for scheduling meetings of office staff with representatives of these entities and reminds the employees of such appointments.
- Acts as the single point of contact for all incoming and outgoing documents(hand delivered documents, faxes & emails) in order to maintain a standard reference system, ensures the application of specific reference numbers for all documents and routes the incoming documents to concerned departments. Organises, arranges, carries out and maintains a proper paper & electronic document filing system, in order for all employees to gain easy access and retrieve a specific document/file.
- Ensures that office equipment (telephones, facsimile, printer, photocopier etc.) are in good working condition; reminds & coordinates with the concerned department for routine maintenance checks and arranges repair/replacement if faulty.

Additional job duties:

- Ensures and arranges the cleanliness and upkeep of all office facilities.
- Performs other duties as assigned by the Operations Manager.

Physical Activities:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed entirely in an office setting and is predominantly a role performed while being seated. Required to stretch and reach across to office equipment, accessories, stationery and material within immediate vicinity and walk across to departments on the same floor. Must have clear vision & hearing, colour perception. May be required to lift or carry light envelopes, thick files, small boxes, packets, other items etc.

Licences:

The availability of a Driving Licence has no impact on the work/role.

Qualifications:

Ability to use an advanced desktop or personal computer loaded with Windows XP as an operating system, and above average ability to use and navigate Microsoft Word and Microsoft Excel as packages. Should have an understanding of using emails and the internet. Should possess a typing speed of 35-45 words per minute with less than 5 errors, using a computer keyboard and typing in English; knowledge of typing in Arabic. Ability to use Arabic & English language for conversation, comprehension, basic interpretation & translation. Understanding of the operation of common printers, scanners, photocopiers, facsimile machines and telephone systems. Must possess a pleasant & helpful disposition, express a positive attitude, organised & prompt approach to work. Some knowledge of words, terminology commonly associated with an engineering and construction company.

Education & Experience:

Graduate from a three year college or university in any discipline and a certificate of completion of a secretarial program with at least one year experience in a similar role. Undergraduates with a certificate of completion of a secretarial program with at least three years experience in a similar role. It is expected that a candidate with the above optional experience will be in the age bracket 23 to 32 years of age. Any combination of related education and/or related experience can be considered if the candidate possesses the demonstrated ability.

Gulf Builders Cont. Co.

Job Description & Job Specification [Draft]

Designation:	P.R.O Public Relation Officer	Reports to:	Sr. Admin & HR Officer
Supervises:			
Reviewed by:		Approved by:	
Date:		Date:	

Job Summary:

Responsible to represent and transact with all government departments to procure & renew licences, approvals, certificates, attestation, authentication etc. for the company to smoothly carry out all business related activities. Responsible to prepare & maintain all personnel related records, administration and adherence to the company policies

Essential job functions:

- Identifies, develops, maintains relationships with specific & required departments within the ministries or offices of Labour, Immigration, Municipality, Public Works, Civil Defence, Etisalat, Water & Electricity, Chamber(s) of Commerce, Health, Oil Field Security, Traffic & Licensing, Planning etc. so that any government related transactions for the company and its employees are performed smoothly and without delays.
- Arranges and prepares all necessary documents, copies, charts, drawings etc. for proper presentation to government authorities in order to receive approval.
- Obtains approval and processes documents for new, renewal, termination of employment terms between company and employee from the concerned authorities and pertains to issuance of labour guarantees, labour cards, health cards, contracts etc. Coordinates with agency for arrangement of labour inspections, checks for anomalies in the labour list and provides information, documents to rectify them. Represents Company at arbitration between employee and company.
- Prepares and presents required documents to obtain, renew, and cancel entry permits for transit, visit, employment, group, residence or such for the employees and their immediate family members or as per instructions of the management.
- Liaises with the concerned authorities to obtain/renew/change/cancel in part or full the activities on the trade licence and company registration.

Additional job duties:

- Performs other duties as assigned by the Supervisor.
- Ensures the motivation and morale of employees and acts as conduit for management towards employee relations.

Physical Activities:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in an office setting and will require frequent visits to meet with outside entities. May require moving between office setting and project sites to facilitate work. May be required to carry light, and medium weight items, lesser than body weight. Must have clear vision & hearing, colour perception, full movement of limbs.

Licences:

Valid Qatar Driving Licence with a driving record acceptable to the company's insurance carrier.

Qualifications:

Ability to use an advanced desktop or personal computer loaded with Windows XP as an operating system, and above average ability to use and navigate Microsoft Word and Microsoft Excel as packages. A clear understanding of the existing laws related to employment and transaction processes with other government authorities. Should exhibit excellent interpersonal skills and possess a high level of communication in both English and Arabic language in oral, written, comprehension with the ability to translate basic letters and documents Should show reasonable capability in using a computer keyboard and typing in English.

Education & Experience:

Under graduate in a three year degree program from a college/university, preferably with a business administration background. Previous experience in a recent and similar role of at least 2 years in a in the UAE, with specific exposure to Abu Dhabi local and federal ministries and government departments. It is expected that a candidate with the above optional experience will be in the age bracket 25 to 45 years of age. Any combination of related education and/or related experience can be considered if the candidate possesses the demonstrated ability.

Gulf Builders Cont. Co.

Job Description & Job Specification [Draft]

Designation:	Project Manager	Reports to:	Operations Manager
Supervises:	Project Engineer(s), Foreman (s), Discipline Engineer(s)/Specialist(s)		
Reviewed by:		Approved by:	
Date:		Date:	

Job Summary:

Controls and delivers practical engineering solutions for awarded projects involving pre-engineered structures, facilities and related amenities. Responsible on projects for approvals, planning & cost control, supervision, material, contract administration, quality, safety, quantity surveying and timely delivery. Serves as Company representative during project construction and provides technical assistance to Client, Consultant, Main Contractor, Regulatory Authorities, Sub-Contractors and Suppliers.

Essential job functions:

- In coordination with other company departments, arranges to procure approvals for inspections, drawings and construction, from various sections of local municipality, public works department, QTel, Water & Electricity Authorities, Civil Defence at the commencement stage and if required at subsequent intermittent stages of the project and at project completion/ commissioning/ handover.
- Prepares a comprehensive schedule using accepted tools, of jobs, activities, tasks and requirements at various stages of the project and conveys to relevant departments. Ensures that the construction work carried out, achieves the stages within reasonable time as set forth in the approved construction plan of the project.
- Coordinates and arranges with relevant company departments for timely allocation of labour, tools, equipment, machinery, material, finance and other resources. Guides the departments to identify, pre-select companies with ability and experience in providing these services. Ensures that material is as per specifications, alternatively seeks material approval from Client/Consultant/Main Contractor.
- Arranges, assists and compiles the preparation of engineering plans and specifications, bidding documents, requests for proposals, cost estimates and contract documents. Evaluates the competence of contractors and vendors and establishes selection criteria for job contracts. Reviews proposals, bid packages and bid submittals to assure compliance with the required specifications, laws and applicable regulatory standards.
- Controls and supervises through all phases of development to construction completion and project close-out. Provides instruction and demonstrates work to supervised levels and helps resolve problems. Provides leadership direction and motivation to the project team. Facilitates communication between project team and other internal and external entities. Ensures adherence to schedule, budget, productivity rates and established financial controls.
- Monitors sub-contractor compliance with quality, time and budget. Resolves contract disputes. Verifies work completion, finalises sub-contractor invoices and recommends to the Operations Manager whether contractor payment requests should be approved or denied.

Provides periodical, structured & detailed information to Accounts department on work progress, in order for them to prepare and present project related progress invoices to the client.

- Responsible to ensure safe construction practices in the storage and movement of tools, equipment and material, adoption of safe work practices by all supervised levels & visitors, the implementation of safety policy as directed by the client/consultant/main contractor/company.
- Prepares and presents regular progress reports to the Operations Manager. Arranges for information, reports, documents and clarification sought by the Operations Manager and/or the Client, Consultant, Main Contractor, Regulatory Authorities.
- Provides expert advise on engineering drawings, material and equipment selection, cost estimates, cost benefits etc. when variations are proposed and guides in its suitable implementation. Ensures that the Variation Orders are approved by concerned entities prior to commencing execution.

Additional job duties:

- Provides instruction to other employees of this or similar job classification in all aspects of procedure and technique relating to the duties required by this job description unless such instruction requires a specialized certification which the employee doing the training does not have.
- Attends evening and/or weekend meetings as required and makes public presentations as required.
- When instructed by the Operations Manager, assists other departments with the preparation, design, review and execution of bid documents. Performs site evaluations and project planning for the design and construction of other company projects. Provides preliminary cost estimates as requested for specific projects. Assists department heads as needed in the interpretation, implementation and enforcement of regulatory requirements.
- Performs other duties as assigned by the Operations Manager.

Physical Activities:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in an office setting at site or at related agency offices, although work activities frequently require supervising outdoor work at site. The job involves travel and exposure to various inclement weather conditions, rigorous conditions and/or high noise environments.

Must be able to hear. Specific vision abilities include close vision, distance vision, colour vision, peripheral vision, depth perception, and the ability to adjust focus. Ability to use hands to feel, handle, or operate objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch; and taste or smell. Each of the listed activities also requires standing, sitting, walking, bending, stooping, climbing on ladders, and routinely lifting and carrying items and boxes weighing up to and sometimes greater than body weight.

Licences:

Valid Qatar Driving Licence with a driving record acceptable to the company's insurance carrier.

Qualifications:

Knowledge of civil engineering and construction principles, practices and methods as applicable to UAE and/or GCC countries. Knowledge on the effective and efficient utilisation of tools and equipment commonly used in the construction industry. Ability to estimate project costs, negotiate contracts and change orders, judge construction progress and quality of work performed by contractors, understand and execute oral and written instructions using the English & Arabic Language, understand, produce, interpret and administer budgets/plans, use initiative and independent judgement in carrying out assignments with a minimum of supervision, communicate effectively, orally and in writing, with employees, consultants, contractors, other governmental agency representatives, and the general public, conduct research and compile comprehensive reports and other correspondence by using computers.

Education & Experience:

Graduation from a four-year college or university with a degree in civil engineering, or closely related field and a minimum of eight years specific experience including multiple projects management in engineering, construction management of pre-engineered building structures using steel or similar metal elements as predominant material in the construction, or in a closely related field of building structures which uses pre-engineered components and steel as predominant material. Out of these, at least two years responsibility in an operational role covering responsibilities of estimation, planning, purchase, project management, accounting departments/individuals.

It is expected that a candidate with the above optional experience will have an overall minimum experience of ten years and will be in the age bracket 35 to 45 years of age.

Any combination of related education and/or related experience can be considered if the candidate possesses the demonstrated ability.

Gulf Builders Cont. Co.

Job Description & Job Specification [Draft]

Designation:	Project Engineer	Reports to:	Project Manager
Supervises:			
Reviewed by:		Approved by:	
Date:		Date:	

Job Summary:

Carries out and delivers practical engineering solutions for awarded projects involving pre-engineered structures, facilities and related amenities. Responsible on projects for approvals, planning & cost control, supervision, material, contract administration, quality, safety, quantity surveying and timely delivery

Essential job functions:

- In coordination with other company departments, arranges to procure approvals for drawings and construction, including inspections, from various sections of local municipality, public works department, Etisalat, Water & Electricity Authorities, Civil Defence at the commencement stage and if required at subsequent intermittent stages of the project and at project completion/ commissioning/ handover.
- Prepares a comprehensive schedule using accepted tools, of jobs, activities, tasks and requirements at various stages of the project and conveys to relevant departments. Ensures that the construction work carried out, achieves the stages within reasonable time as set forth in the approved construction plan of the project.
- Coordinates and arranges with relevant company departments for timely allocation of labour, tools, equipment, machinery, material, finance and other resources. Guides the departments to identify, pre-select companies with ability and experience in providing these services. Ensures that material is as per specifications, alternatively seeks material approval from Client/Consultant/Main Contractor.
- Arranges, assists and compiles the preparation of engineering plans and specifications, bidding documents, requests for proposals, cost estimates and contract documents. Evaluates the competence of contractors and vendors and establishes selection criteria for job contracts. Reviews proposals, bid packages and bid submittals to assure compliance with the required specifications, laws and applicable regulatory standards.
- Controls and supervises through all phases of development to construction completion and project close-out. Provides instruction and demonstrates work to supervised levels and helps resolve problems. Provides leadership direction and motivation to the project team. Facilitates communication between project team and other internal and external entities. Ensures adherence to schedule, budget, productivity rates and established financial controls.
- Monitors sub-contractor compliance with quality, time and budget parameters for the project. Resolves contract disputes. Verifies work completion, finalises sub-contractor invoices and recommends to the Operations Manager whether contractor payment requests should be approved or denied. Provides periodical, structured & detailed information to Project

Manager/Accounts department on work progress, in order for them to prepare and present project related progress invoices to the client.

- Responsible to ensure safe construction practices in the storage and movement of tools, equipment and material, adoption of safe work practices by all supervised levels & visitors, the implementation of safety policy as directed by the client/consultant/main contractor/company.
- Prepares and presents regular progress reports to the Project Manager. Arranges for information, reports, documents and clarification sought by the Project team and/or the Client, Consultant, Main Contractor, Regulatory Authorities.
- Provides expert advise on engineering drawings, material and equipment selection, cost estimates, cost benefits etc. when variations are proposed and guides in its suitable implementation. Ensures that the Variation Orders are approved by concerned entities prior to commencing execution.
- In the absence of the project manager on site, performs the role of a project manager and serves as Company representative during project construction and provides technical assistance to Client, Consultant, Main Contractor, Regulatory Authorities, Sub-Contractors and Suppliers.

Additional job duties:

- Provides instruction to other employees of this or similar job classification in all aspects of procedure and technique relating to the duties required by this job description unless such instruction requires a specialized certification which the employee doing the training does not have.
- Attends evening and/or weekend meetings as required and makes public presentations as required.
- When instructed by the Operations Manager, assists other departments with the preparation, design, review and execution of bid documents. Performs site evaluations and project planning for the design and construction of other company projects. Provides preliminary cost estimates as requested for specific projects. Assists department heads as needed in the interpretation, implementation and enforcement of regulatory requirements.
- Performs other duties as assigned by the Operations Manager.

Physical Activities:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in an office setting at site or at related agency offices, although work activities frequently require supervising outdoor work at site. The job involves travel and exposure to various inclement weather conditions, rigorous conditions and/or high noise environments.

Must be able to hear. Specific vision abilities include close vision, distance vision, colour vision, peripheral vision, depth perception, and the ability to adjust focus. Ability to use hands to feel, handle, or operate objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch; and taste or smell. Each of the listed activities also requires standing,

sitting, walking, bending, stooping, climbing on ladders, and routinely lifting and carrying items and boxes weighing up to and sometimes greater than body weight.

Licences:

Valid Qatar Driving Licence with a driving record acceptable to the company's insurance carrier.

Qualifications:

Knowledge of civil engineering and construction principles, practices and methods as applicable to UAE and/or GCC countries. Knowledge on the effective and efficient utilisation of tools and equipment commonly used in the construction industry. Ability to negotiate contracts and change orders, judge construction progress and quality of work performed by contractors, understand and execute oral and written instructions using the English & Arabic Language, understand, produce, interpret and administer budgets/plans, use initiative and independent judgement in carrying out assignments with a minimum of supervision, communicate effectively, orally and in writing, with employees, consultants, contractors, other governmental agency representatives, and the general public, conduct research and compile comprehensive reports and other correspondence by using computers.

Education & Experience:

Graduation from a four-year college or university with a degree in civil engineering, or closely related field and a minimum of two years specific experience in engineering, construction management of pre-engineered building structures using steel or similar metal elements as predominant material in the construction, or in a closely related field of building structures which uses pre-engineered components and steel as predominant material. Out of these, at least one year responsibility as a site in-charge of at least a similar size/value project; with work experience on the entire life-cycle of the project.

Diploma or Certificate Course of three year duration from a college or university with a minimum of six years specific experience as mentioned above and out of these at least four years responsibility as a site in-charge of at least two similar size/value project; with work experience on the entire lift-cycle of the project.

It is expected that a candidate with the above optional experience will have an overall minimum experience of ten years and will be in the age bracket 25 to 30 years of age.

Any combination of related education and/or related experience can be considered if the candidate possesses the demonstrated ability.

Gulf Builders Cont. Co.

Job Description & Job Specification [Draft]

Designation:	Site Engineer	Reports to:	Project Engineer
Supervises:	Foreman (s), Skilled Labour		
Reviewed by:		Approved by:	
Date:		Date:	

Job Summary:

Carries out and delivers practical engineering solutions for awarded projects involving pre-engineered structures, facilities and related amenities. Responsible on projects for approvals, planning & cost control, supervision, material, contract administration, quality, safety, quantity surveying and timely delivery.

Essential job functions:

- In coordination with other company departments, arranges to procure approvals for drawings and construction, including inspections, from various sections of local municipality, public works department, Etisalat, Water & Electricity Authorities, Civil Defence at the commencement stage and if required at subsequent intermittent stages of the project and at project completion/ commissioning/ handover.
- Prepares a comprehensive schedule using accepted tools, of jobs, activities, tasks and requirements at various stages of the project and conveys to relevant departments. Ensures that the construction work carried out, achieves the stages within reasonable time as set forth in the approved construction plan of the project.
- Coordinates and arranges with relevant company departments for timely allocation of labour, tools, equipment, machinery, material, finance and other resources. Guides the departments to identify, pre-select companies with ability and experience in providing these services. Ensures that material is as per specifications, alternatively seeks material approval from Client/Consultant/Main Contractor.
- Arranges, assists and compiles the preparation of engineering plans and specifications, bidding documents, requests for proposals, cost estimates and contract documents. Evaluates the competence of contractors and vendors and establishes selection criteria for job contracts. Reviews proposals, bid packages and bid submittals to assure compliance with the required specifications, laws and applicable regulatory standards.
- Controls and supervises through all phases of development to construction completion and project close-out. Provides instruction and demonstrates work to supervised levels and helps resolve problems. Provides leadership direction and motivation to the project team. Facilitates communication between project team and other internal and external entities. Ensures adherence to schedule, budget, productivity rates and established financial controls.
- Monitors sub-contractor compliance with quality, time and budget parameters for the project. Resolves contract disputes. Verifies work completion, finalises sub-contractor invoices and recommends to the Operations Manager whether contractor payment requests should be approved or denied. Provides periodical, structured & detailed information to Project

Manager/Accounts department on work progress, in order for them to prepare and present project related progress invoices to the client.

- Responsible to ensure safe construction practices in the storage and movement of tools, equipment and material, adoption of safe work practices by all supervised levels & visitors, the implementation of safety policy as directed by the client/consultant/main contractor/company.
- Prepares and presents regular progress reports to the Project Manager. Arranges for information, reports, documents and clarification sought by the Project team and/or the Client, Consultant, Main Contractor, Regulatory Authorities.
- Provides expert advise on engineering drawings, material and equipment selection, cost estimates, cost benefits etc. when variations are proposed and guides in its suitable implementation. Ensures that the Variation Orders are approved by concerned entities prior to commencing execution.
- In the absence of the project manager on site, performs the role of a project manager and serves as Company representative during project construction and provides technical assistance to Client, Consultant, Main Contractor, Regulatory Authorities, Sub-Contractors and Suppliers.

Additional job duties:

- Provides instruction to other employees of this or similar job classification in all aspects of procedure and technique relating to the duties required by this job description unless such instruction requires a specialized certification which the employee doing the training does not have.
- Attends evening and/or weekend meetings as required and makes public presentations as required.
- When instructed by the Operations Manager, assists other departments with the preparation, design, review and execution of bid documents. Performs site evaluations and project planning for the design and construction of other company projects. Provides preliminary cost estimates as requested for specific projects. Assists department heads as needed in the interpretation, implementation and enforcement of regulatory requirements.
- Performs other duties as assigned by the Operations Manager.

Physical Activities:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in an office setting at site or at related agency offices, although work activities frequently require supervising outdoor work at site. The job involves travel and exposure to various inclement weather conditions, rigorous conditions and/or high noise environments.

Must be able to hear. Specific vision abilities include close vision, distance vision, colour vision, peripheral vision, depth perception, and the ability to adjust focus. Ability to use hands to feel, handle, or operate objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch; and taste or smell. Each of the listed activities also requires standing,

sitting, walking, bending, stooping, climbing on ladders, and routinely lifting and carrying items and boxes weighing up to and sometimes greater than body weight.

Licences:

Valid Qatar Driving Licence with a driving record acceptable to the company's insurance carrier.

Qualifications:

Knowledge of civil engineering and construction principles, practices and methods as applicable to UAE and/or GCC countries. Knowledge on the effective and efficient utilisation of tools and equipment commonly used in the construction industry. Ability to negotiate contracts and change orders, judge construction progress and quality of work performed by contractors, understand and execute oral and written instructions using the English & Arabic Language, understand, produce, interpret and administer budgets/plans, use initiative and independent judgement in carrying out assignments with a minimum of supervision, communicate effectively, orally and in writing, with employees, consultants, contractors, other governmental agency representatives, and the general public, conduct research and compile comprehensive reports and other correspondence by using computers.

Education & Experience:

Graduation from a four-year college or university with a degree in civil engineering, or closely related field and a minimum of two years specific experience in engineering, construction management of pre-engineered building structures using steel or similar metal elements as predominant material in the construction, or in a closely related field of building structures which uses pre-engineered components and steel as predominant material. Out of these, at least one year responsibility as a site in-charge of at least a similar size/value project; with work experience on the entire life-cycle of the project.

Diploma or Certificate Course of three year duration from a college or university with a minimum of six years specific experience as mentioned above and out of these at least four years responsibility as a site in-charge of at least two similar size/value project; with work experience on the entire lift-cycle of the project.

It is expected that a candidate with the above optional experience will have an overall minimum experience of ten years and will be in the age bracket 25 to 30 years of age.

Any combination of related education and/or related experience can be considered if the candidate possesses the demonstrated ability.

Gulf Builders Cont. Co.

Job Description & Job Specification [Draft]

Designation:	Draughtsman	Reports to:	Operations Manager
Supervises:			
Reviewed by:		Approved by:	
Date:		Date:	

Job Summary:

Prepares, details, modifies and finalises drawings as per instructions from management/project team using Autocad, provides estimation and quantity surveying services when required.

Essential job functions:

- Prepares, details and modifies proposal drawings including sections, plans and elevation diagrams as per instructions provided, in order to process client approvals. Provides preliminary estimation support to estimate quantities from drawings to determine project costs.
- Prepares, details and modifies detailed architectural and structural drawings including sections, elevations, plans, part view etc., in order for the company to get drawing approval of proposed projects from relevant authorities.
- Prepares, details and modifies shop drawings and creates sketches, parts and details for the engineers to develop a clear understanding of various facets of the construction project.
- Prepares, details and modifies variation drawings and quantities.
- Prepares as-built drawings incorporating the sub-contractors drawings, in order to present to the client the final as-built drawings.
- As per requirement, attends meetings with Client/Consultant/Contractor/Sub-contractor for providing clarifications and explanations.
- Responsible for documentation, filing, recording revisions and versions of drawings.

Additional job duties:

- Reviews shop drawings submitted by the sub-contractors for accuracy, conformity and verifies quantities from the drawings.
- Visits project sites to reorganise approved drawings at site prior to client/consultant visits to project sites.
- Performs other duties as assigned by the Operations Manager.

Physical Activities:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in an office setting at site, but may infrequently require to visit offices of clients/consultants/contractor/sub-contractor and project sites.

Must be able to hear. Specific vision abilities include close vision, distance vision, colour vision, peripheral vision, depth perception, and the ability to adjust focus. Ability to use hands to feel, handle, or operate objects, tools, or controls.

Licences:

The availability of a Driving Licence has no impact on the work/role.

Qualifications:

Knowledge of civil engineering and construction principles, practices and methods as applicable to UAE and/or GCC countries. Possesses a clear understanding of civil, mechanical and electrical drawings, quantity take-offs, and the usage of plotters and printers. Expert in the use of Autocad for preparing designs and drawings. Ability to understand and execute oral and written instructions using the English & Arabic Language, use initiative and independent judgement in carrying out assignments with a minimum of supervision, communicate effectively, orally and in writing, with employees, consultants, and contractors.

Education & Experience:

Minimum of 12 years of education followed by a professional course in Autocad or Diploma in Civil/Structural Engineering with experience in draughtsmanship. Should have experience of at least 2 years with Building Structures with specific exposure to Middle East Construction practices.

It is expected that a candidate with the above optional experience will have an overall minimum experience of ten years and will be in the age bracket 23 to 32 years of age.

Any combination of related education and/or related experience can be considered if the candidate possesses the demonstrated ability.

Gulf Builders Cont. Co.

Job Description & Job Specification [Draft]

Designation:	General Foreman	Reports to:	Project Engineer/Manager
Supervises:	Skilled/Unskilled Labour, Contract Personnel		
Reviewed by:		Approved by:	
Date:		Date:	

Job Summary:

Manages the day to day construction at site by proper instruction to, and utilisation of available skilled/unskilled labour, monitors their performance, resolves minor and common engineering related issues and problems at site and acts as point of contact between Engineer/Manager and the contracted workforce.

Essential job functions:

- Under supervision of the Engineer, checks the progress of work, interprets the drawings and schedules the daily tasks/activities, area of work for the unskilled/skilled labour for the forthcoming work day. Schedules the requirement of material, tools, equipment and arranges with the Project Engineer/Manager for their availability at the right time and place.
- Establishes the priority of tasks and supervises, instructs, demonstrates work to the skilled/unskilled labour and provides minor and common, practical engineering solutions in order for maintaining continuity of work and progress of the project. Monitors the productivity of labour assigned to him.
- Ensures the quality of work is as per specifications and requirement. Prepares and delivers oral and written reports as requested by the Project Engineer/Manager.
- Prepares and approves the time sheet of all supervised personnel under him. Schedules over time work for supervised personnel under instruction from the Project Engineer/Manager.
- Responsibility of stored material, equipment, tools at site, and their cleaning, overhauling, repairing, maintenance and availability.
- Instructs, observes and ensures safe working practices and the use of safety equipment and tools by all workers/visitors at site. Provides assistance to authorised representatives of sub contractors in carrying out their duties.

Additional job duties:

- Performs other duties as assigned by the Project Engineer/Manager or Management team.

Physical Activities:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job.

Work is performed primarily in an outdoor setting at site. The job involves travel and exposure to various inclement weather conditions, rigorous conditions and/or high noise environments.

Must be able to hear. Specific vision abilities include close vision, distance vision, colour vision, peripheral vision, depth perception, and the ability to adjust focus. Ability to use hands to feel, handle, or operate objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch; and taste or smell. Each of the listed activities also requires standing, sitting, walking, bending, stooping, climbing on ladders, and routinely lifting and carrying items and boxes weighing up to and sometimes greater than body weight.

Licences:

Valid Qatar Driving Licence with a driving record acceptable to the company's insurance carrier will be an advantage.

Qualifications:

Knowledge of civil engineering and construction principles, practices and methods as applicable to UAE and/or GCC countries. Aware of electrical, plumbing and mechanical works at project site. Knowledge on the effective and efficient utilisation of tools and equipment commonly used in the construction industry. Ability to interpret engineering drawings, understand and execute oral and written instructions using the English, Urdu & Arabic Language, in carrying out assignments with a minimum of supervision, communicate effectively.

Education & Experience:

Completion of ten years of formal education and two/three years certificate course in basic engineering (preferably civil), or closely related field and a minimum of eight years specific experience in pre-engineered building structures using steel or similar metal elements as predominant material in the construction, or in a closely related field of building structures which uses pre-engineered components and steel as predominant material. Out of these, at least two years responsibility in an general foreman role covering responsibilities of supervision and control of labour.

It is expected that a candidate with the above optional experience will have an overall minimum experience of ten years and will be in the age bracket 30 to 45 years of age.

Any combination of related education and/or related experience can be considered if the candidate possesses the demonstrated ability.

Gulf Builders Cont. Co.

Job Description & Job Specification [Draft]

Designation:	Finishing Foreman	Reports to:	Project Engineer/Manager
Supervises:	Skilled/Unskilled Labour, Contract Personnel		
Reviewed by:		Approved by:	
Date:		Date:	

Job Summary:

Manages the day to day construction at site by proper instruction to, and utilisation of available skilled/unskilled labour, monitors their performance, resolves minor and common engineering related issues and problems at site and acts as point of contact between Engineer/Manager and the contracted workforce.

Essential job functions:

- Under supervision of the Engineer, checks the progress of work, interprets the drawings and schedules the daily tasks/activities, area of work for the unskilled/skilled labour for the forthcoming work day. Schedules the requirement of material, tools, equipment and arranges with the Project Engineer/Manager for their availability at the right time and place.
- Establishes the priority of tasks and supervises, instructs, demonstrates work to the skilled/unskilled labour and provides minor and common, practical engineering solutions in order for maintaining continuity of work and progress of the project. Monitors the productivity of labour assigned to him.
- Ensures the quality of work is as per specifications and requirement. Prepares and delivers oral and written reports as requested by the Project Engineer/Manager.
- Prepares and approves the time sheet of all supervised personnel under him. Schedules over time work for supervised personnel under instruction from the Project Engineer/Manager.
- Responsibility of stored material, equipment, tools at site, and their cleaning, overhauling, repairing, maintenance and availability.
- Instructs, observes and ensures safe working practices and the use of safety equipment and tools by all workers/visitors at site. Provides assistance to authorised representatives of sub contractors in carrying out their duties.

Additional job duties:

- Performs other duties as assigned by the Project Engineer/Manager or Management team.

Physical Activities:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job.

Work is performed primarily in an outdoor setting at site. The job involves travel and exposure to various inclement weather conditions, rigorous conditions and/or high noise environments.

Must be able to hear. Specific vision abilities include close vision, distance vision, colour vision, peripheral vision, depth perception, and the ability to adjust focus. Ability to use hands to feel, handle, or operate objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch; and taste or smell. Each of the listed activities also requires standing, sitting, walking, bending, stooping, climbing on ladders, and routinely lifting and carrying items and boxes weighing up to and sometimes greater than body weight..

Licences:

Valid Qatar Driving Licence with a driving record acceptable to the company's insurance carrier will be an advantage

Qualifications:

Knowledge of civil engineering and construction principles, practices and methods as applicable to UAE and/or GCC countries. Aware of electrical, plumbing and mechanical works at project site. Knowledge on the effective and efficient utilisation of tools and equipment commonly used in the construction industry. Ability to interpret engineering drawings, understand and execute oral and written instructions using the English, Urdu & Arabic Language, in carrying out assignments with a minimum of supervision, communicate effectively

Education & Experience:

Completion of ten years of formal education and two/three years certificate course in basic engineering (preferably civil), or closely related field and a minimum of eight years specific experience in structural building using steel or similar metal elements as predominant material in the construction, or in a closely related field of building structures which uses pre-engineered components and steel as predominant material. Out of these, at least two years responsibility in a Finishing foreman role covering responsibilities of supervision and control of labour.

It is expected that a candidate with the above optional experience will have an overall minimum experience of ten years and will be in the age bracket 25 to 45 years of age.

Any combination of related education and/or related experience can be considered if the candidate possesses the demonstrated ability.

Gulf Builders Cont. Co.

Job Description & Job Specification [Draft]

Designation:	SURVEYOR	Reports to:	General Manager
Supervises:		Approved by:	
Reviewed by:		Date:	

Job Summary:

Perform construction surveys to establish lines and grades within the construction site.

Essential job functions:

- Provide calculations and records in support of all survey activities.
- Coordinate constructions surveys with construction to expedite the job
- Maintain valid calibration certificate for all survey equipments

Additional job duties:

- AutoCAD knowledge
- Performs other duties as assigned by the Operations Manager.
- Total station expert

Physical Activities:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in an office setting at site, but may infrequently require visiting offices of clients/consultants/contractor/sub W contractor and projecting sites.

Must be able to hear. Specific vision abilities include close vision, distance vision, colour vision, peripheral vision, depth perception, and the ability to adjust focus. Ability to use hands to feel, handle, or operate objects, tools, or controls.

Licences:

The availability of a Driving Licence has no impact on the work/role.

Qualifications:

Knowledge of AutoCAD , practices and methods as applicable to UAE and/or GCC countries. Possesses a clear understanding of surveys equipments, , use initiative and independent judgement in carrying out assignments with a minimum of supervision, communicate effectively, orally and in writing, with employees, consultants, and contractors.

Education & Experience:

Minimum of 4 years of education followed by a professional course in Autocad or Diploma in surveying / civil Engineering with experience in draughtsmanship. Computer literate
It is expected that a candidate with the above optional experience will have an overall minimum experience of ten years and will be in the age bracket 23 to 32 years of age

Any combination of related education and/or related experience can be considered if the candidate possesses the demonstrated ability.

Gulf Builders Cont. Co.

Job Description & Job Specification [Draft]

Designation:	Store keeper	Reports to:	Construction Manager
Supervises:			
Reviewed by:		Approved by:	
Date:		Date:	

Job Summary:

Responsible for the store's in a safe manner and arranges to carry out its regular upkeep and maintenance.

Essential job functions:

- Tag all material. And updating the record in the system.
- Updating the inventory record and the daily record in the system.
- Keep records of all material in store.
- Control all the incoming and outgoing material from the store.
- Equipments controlling and maintenance.

Additional job duties:

- Performs other duties as assigned by the Construction Manager.

Physical Activities:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job.

Work is performed mostly in an out of office setting and will require frequent changes to inclement weather conditions. May be required to carry light, and medium weight items, lesser than body weight. Must have clear vision & hearing, colour perception, full movement of limbs.

Licences:

Computer skills for data entry and inventory system, ability to safely drive a car. Knowledge of basic data entry.

Qualifications:

Knowledge of civil engineering and construction principles, practices and methods as applicable to UAE and/or GCC countries. Possesses a clear understanding of civil, mechanical and electrical drawings, quantity take-offs, and the usage of plotters and printers. Expert in the use of Autocad for preparing designs and drawings. Ability to understand and execute oral and written instructions using the English & Arabic Language, use initiative and independent judgement in carrying out assignments with a minimum of supervision, communicate effectively, orally and in writing, with employees, consultants, and contractors.

Education & Experience:

Under graduate with at least one year experience in the store's and camp controlling. It is expected that a candidate with the above optional experience will be in the age bracket 25 to 35 years of age. Any combination of related education and/or related experience can be considered if the candidate possesses the demonstrated ability.

<i>Gulf Builders</i> Cont. Co.			
Job Description & Job Specification [Draft]			
Designation:	Driver	Reports to:	Transport Officer
Supervises:			
Reviewed by:		Approved by:	
Date:		Date:	

Job Summary:

Responsible for driving vehicle (s) in a safe manner and arranges to carry out its regular upkeep and maintenance.

Essential job functions:

- Drives a company or leased vehicle as per the instructions provided by supervisors.
- Ensure the cleanliness of the vehicle for use.
- Ensures that regular maintenance of the vehicle is carried out as per vehicle manual.
- Responsible for safe driving practices and the comfort and safety of passengers.

Additional job duties:

- When assigned to project team takes orders from Project Manager/Engineer.
- Performs other duties as assigned by the Operations Manager.

Physical Activities:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in an out of office setting and will require frequent changes to inclement weather conditions. May be required to carry light, and medium weight items, lesser than body weight. Must have clear vision & hearing, colour perception, full movement of limbs.

Licences:

Valid Qatar Driving Licence with a driving record acceptable to the company's insurance carrier.

Qualifications:

Ability to safely drive a car. Knowledge of basic car maintenance.

Education & Experience:

Under graduate with at least one year experience in driving a saloon car or pick up vehicle. It is expected that a candidate with the above optional experience will be in the age bracket 25 to 35 years of age. Any combination of related education and/or related experience can be considered if the candidate possesses the demonstrated ability.