



Recruitment Request Form

Job Title **Section Head Electrical-Mechanical Manager**

Section	Electrical-Mechanical Section	No of Vacancies	1
Department	Electrical-Mechanical Department	Date required	asap
Company	Saudi Archirodon	Reporting to	Regional Manager
Location	Saudi Arabia	Supervising	Senior Electromechanical Engineers

Brief Description of Job:

The Section Head of Electromechanical Department is responsible to:

- Liaise with the Regional Manager and the Electromechanical Department Manager in works related to tender estimation of electromechanical works contracts.
- Increase the effectiveness and efficiency of the Regional Electromechanical Tender Department with the main objective to meet the targets of the Department within the required time frames, budget and quality.
- Identify, plan, and monitor the Regional Tender Department activities, to follow-up and co-ordinate with other departments.
- Develop, document and maintain the processes and working methods for tendering in process descriptions, procedures, work instructions and the Tender Department Operation Manual.
- Review and validate direct and indirect cost estimates related to tendering.
- Review the equipment Schedule and Method Statement prepared by the Planning Engineer.
- Review tender documents, time schedules, and bills of quantities.
- Prepare, submit and defend the Closing Form to the Sales Manager / Regional Manager and to ensure the timely submission of the tender on the basis thereof.
- Communicate with the Client and other third parties as and when is required and to work for ensuring optimum tender price.
- Lead a group of engineers dealing with technical, commercial and contractual aspects of the tender.
- Identify the related training needs of the Regional Department and provide the necessary training to the staff.

Main Specification:

- At least 15 years of working experience in Electrical-Mechanical Engineering in execution of major industrial, marine and petro-chemical projects with a



minimum of 8 years in a Managerial position.

- Be able to schedule, co-ordinate, order and supervise the productivity of sections of the Electromechanical division.
- Knowledge and use of Electromechanical industry standard products and procedures.
- Excellent leadership skills, as the successful candidate has to lead a team.
- Capable to organize the daily office work setting up.
- Able to meet deadlines, which are related to the Tender Schedule.
- Knowledge of software packages particularly programs relevant to estimation.
- Ability to present technical material to peers and management.

Qualifications:

- Bachelor's Degree in Electrical or Mechanical Engineering from a reputable University.
- Master's degree will be an advantage.
- Member of Electrical and/or Mechanical Chartered Institute.

Languages	Fluent in English
Physical Requirements	Adequate capability.
Characteristics	<ul style="list-style-type: none"> - Excellent written and verbal communication, listening, and strong presentation skills. - Ability to work effectively and add value as a team member. - Able to work under pressure - Demonstrated technical knowledge and consultative skills - Strong problem solving skills: ability to assess a problem and determine an effective course of action. - Ability to travel and work outside regular work schedule.

Normal Construction Hours: 10 hrs a day, 6 days a week

Salary	Excellent Competitive Salary
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Others Benefits	Accommodation, Food, Medical Care, AirTickets to Home Residence
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Requested By :
Name & Title :
Date :

Approved :
Name & Title :
Date :