



## Projects Manager – Job Description

**Division/Department:** OPERATIONS

**Sub-Department:** Project Management

**Location:** Abu Dhabi, UAE

**Job Title:** Projects Manager

**Reports to:** Head of Projects (HOP)

**Direct Reports:** All Project Managers

### Job Purpose

The Projects Manager is responsible for supervising and coordinating the performance of all Project Managers across the organization. This role ensures that projects are delivered in alignment with corporate strategy, operational standards, and client expectations. Acting as the central link between Project Managers and the Head of Projects, the Projects Manager consolidates project performance, resolves escalated issues, and drives consistency in execution, governance, and reporting.

### Responsibilities & Duties

- Identifies and reports contractual matters to the Contracts Manager and the head of Projects, while ensuring diligent follow-up on all claims, variations, and associated actions.
- Supervise and guide Project Managers, ensuring alignment with organizational objectives and project delivery standards.
- Consolidate project reports (progress, financials, risks) from all Project Managers and present unified updates to the Head of Projects.
- Monitor project portfolios to ensure adherence to timelines, budgets, and quality standards.
- Provide strategic direction and operational support to Project Managers in planning, execution, and risk management.
- Act as escalation point for contractual, technical, and operational issues raised by Project Managers.
- Ensure consistent application of company governance, ERP systems, and digital transformation initiatives across all projects.
- Coordinate resource allocation across projects to optimize manpower, equipment, and financial utilization.



- Facilitate cross-project collaboration, knowledge sharing, and standardization of best practices.
- Conduct regular performance reviews of Project Managers, providing feedback and development plans.
- Support client and consultant communications when escalated beyond individual Project Managers.
- Ensure compliance with HSE, QA/QC, and statutory requirements across all projects.
- Drive continuous improvement initiatives to enhance project delivery efficiency and client satisfaction.

### Credibility Framework

The Projects Manager establishes credibility through:

- Transparent communication with the Head of Projects and executive management.
- Consistent delivery of consolidated project outcomes within agreed timelines, budgets, and standards.
- Building trust with Project Managers by providing guidance, support, and accountability.
- Maintaining governance discipline through accurate reporting and proactive risk management.
- Driving a culture of collaboration, safety, and operational excellence across all projects.

### Key Performance Indicators (KPIs)

Area	KPI Metric	Target	Frequency
Portfolio Delivery	% of projects delivered on schedule	≥ 90%	Monthly
Budget Oversight	% of projects within approved budget	≥ 95%	Quarterly
Quality Compliance	% adherence to QA/QC standards	≥ 98%	Monthly
Risk Management	% of escalated risks resolved	≥ 85%	Monthly
Reporting	Accuracy & timeliness of consolidated reports	100%	Monthly
Team Leadership	% of Project Managers with active development plans	≥ 90%	Annual
Client Satisfaction	Positive feedback score from escalated interactions	≥ 90%	Quarterly
Resource Utilization	Efficiency of manpower/equipment allocation across projects	≥ 85%	Monthly
Governance Compliance	% adherence to ERP/digital transformation protocols	≥ 95%	Quarterly



**Note:** All Key Performance Indicators (KPIs) will be strictly monitored and evaluated by the **Line Manager** and **Strategy & Transformation Department**. Accordingly, the **Strategy & Transformation Director** must be **CCed** on all reports to ensure proper review, evaluation, and follow-up.


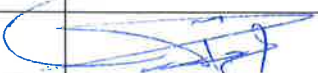
### Education Requirements

- Bachelor's degree in Civil Engineering, Construction Management, or related discipline.
- PMP Certification or equivalent project management qualification preferred

### Work Experience & Skills

- Minimum 12–15 years of experience in construction project management, with at least 5 years in infrastructure (roads, utilities, earthworks, etc.).
- Proven success in delivering diverse types of projects (e.g., infrastructure, utilities, earthworks, residential/commercial developments) in the UAE or GCC.
- Strong knowledge of construction contracts; experience with FIDIC &/CESMM3 conditions is preferred.
- Excellent leadership, communication, and negotiation skills.
- Proficient in project management tools (Primavera P6, MS Project, AutoCAD, etc.).
- Strong understanding of construction methodologies, project lifecycle, and local regulations.

### Review & Approval

Approvals	Name	Signature	Date
Line Manager			
HR Manager	Reem		18/12/2025
Strategy & Transformation Head			18/12/2025
CEO Deputy			
CEO			18/12/2025



**ACKNOWLEDGEMENT**

I, the undersigned, hereby attest to the accuracy of this job description, which is based on the Job Analysis that I previously completed for the HR Department's reference.

Employee Name: Mohamed Sameldin Al

Employee Signature: [Signature]

Date: 18<sup>th</sup> Dec. 2025

