

Position Title: PMC Leader

Reporting to: Client Project Management Team

Job Purpose: The PMC Leader is responsible for managing the team of Technical Project Managers, Project Administrators and Project Coordinators. He or she will provide technical guidance and ensure an excellent customer experience. The manager will work in close collaboration with the test and engineering services team to ensure excellent planning, timely and accurate execution of projects. He/shall enforce the company processes with the team, including organizing trainings, team meeting, individual coaching, to constantly improve the efficiency as well as to cultivate constructive communication with other teams, the customers and other entities. This position reports directly to the Project Director

Project Status: Start of EPC phase. PMC will relocate to Design offices for the detail engineering of the Execution Phase, after which team will relocate to Uzbekistan (in Karshi) for the construction, commissioning and start-stages.

Key Responsibilities:

- ✓ Strive to exceed customer expectations in the best interest of the company in constant communication with the EPC Contractor.
- ✓ Manage performance of employees plan for their ongoing development, including continuous technical development of the competence and ability within the team.
- ✓ Global coordination of the team activities
- ✓ Daily interface with Client representatives.
- ✓ Receiving all instruction from Client's representatives.
- ✓ Clearly define and communicate the PMC mission, and project objectives and policies.
- ✓ Clearly define and communicate the responsibilities and authorities of PMC Key Personnel.
- ✓ Ensure the successful execution of the PMC activities through proper staffing, judicious expenditure of budgets and scheduling.
- ✓ Possess high professional competence and management skills to motivate the team to achieve high quality performance during the project execution.
- ✓ Able to effectively coordinate with Team Leaders, Program Manager to ensure consistency and uniformity in project management and reporting

Education and expertise degree:

- ✓ Engineering or related degree (Must);
- ✓ A business management qualification (Wish).

Related experience required:

- ✓ Minimum of 15 - 20 years of project execution experience of large scale projects.

- ✓ Large / complex / international project experience.
- ✓ Experience in the chemical / petrochemical project environment
- ✓ Experience from the owner side as opposed to EPC experience is preferred. However, both would be an asset.
- ✓ Experience in working with large EPC contractors.
- ✓ Execution experience is essential.
- ✓ Experience in working in a multi-cultural environment.
- ✓ Experience in technical reviews (PFD, P&ID, HAZOP, 3D Model) of large, complex facilities is essential.
- ✓ Special aspects
- ✓ International project management environment.
- ✓ Challenging schedule

General abilities:

- ✓ Well versed in English language, able to review and comment on technical documentation in English (must)
- ✓ Well-developed initiation, coordination and integration skills.
- ✓ Systematic and procedural.
- ✓ Good analytical and judgment skills.
- ✓ Dedicated with strong work ethics, enthusiastic and positive.
- ✓ Working in a multi-cultural team.
- ✓ Conflict management and resolution.
- ✓ Good communication, networking & negotiation skills.
- ✓ Ability to build and maintain relationships

Function Technical Skills

- ✓ Knowledge of the relevant project implementation models

HJK Consulting Engineers GmbH is an independent, multi-discipline consultancy service supplier in engineering & manufacturing, process & business consulting, operational services to mining, metallurgical, oil & gas industries, project implementation services (green & brown field, turnarounds), dual vocational training.

As member of International Project Management Association (IPMA), Austrian Association of Consulting Engineers (ACA, FIDIC & EFAC), Austrian Society of Engineers & Architects (OIAV) it is our self-conception that clients' will receive first class service in the fields of the company's activities

General information:

HJK Consulting Engineers core values are represented by

- ❖ **Clients Come First**
- ❖ **Diversity**
- ❖ **Expanding the Art of the Possible**

- ❖ Integrity
- ❖ Partnership
- ❖ Respect for the Individual
- ❖ Shaping the Future
- ❖ Stewardship
- ❖ The Strategic Perspective
- ❖ Value Delivered