

LIST OF JOB DESCRIPTIONS

S.No.	Code	Designation	Ref. / Rev. No.	Remarks
RD1 - Engineering & Projects				
1	EM-2	General Manager-Operations	RD-1/1, REV 1, FEB'17	
2	EM-3	Projects Director	RD-1/2, REV 2, FEB'17	
3	SM-2	Project Manager	RD-1/3, REV 1, FEB'17	
4	M-1	Construction Manager	RD-1/4, REV 1, FEB'17	
5	M-2 / M-3	Sr. Project Engineer/ Project Engineer	RD-1/5, REV 1, FEB'17	
6	P-1	Sr. Coordination Engineer - Authorities	RD-1/6, REV 0, FEB'17	
7	P-1 / P-2	MEP Engineer/ Coordinator	RD-1/7, REV 1, FEB'17	
8	P-2 / P-3	Site Engineer/ Jr. Site Engineer	RD-1/8, REV 1, FEB'17	
9	P-3	Quantity Surveyor- Site	RD-1/9, REV 1, FEB'17	
10	OP-1	General Foreman	RD-1/10, REV 1, FEB'17	
11	OP-3 / OP-4	Trade Foreman / Asst. Foreman	RD-1/11, REV 0, FEB'17	
12	P-3	Sr. Land Surveyor/ Land Surveyor/Jr. Land Surveyor	RD-1/12, REV 0, FEB'17	
13	SS-2	Document Controller	RD-1/13, REV 1, FEB'17	
14	SS-2	Secretary Site	RD-1/14, REV 1, FEB'17	Cancelled, refer - RD-5/7
Design				
14	M-1	Design Manager	RD-1/15, REV 0, FEB'17	
15	P-3	Jr. Architect	RD-1/16, REV 1, FEB'17	
16	P-2 / P-3	Draughtsman	RD-1/17, REV 1, FEB'17	
Planning				
17	SM-3	Planning Manager	RD-1/18, REV 1, FEB'17	
18	P-1	Sr. Planning Engineer	RD-1/19, REV 0, FEB'17	
19	P-2 / P-3	Planning Engineer/ Jr. Planning Engineer	RD-1/20, REV 1, FEB'17	
QHSE				
20	SM-3	QHSE Manager	RD-1/21, REV 1, FEB'17	
21	M-2	HSE Manager	RD-1/22, REV 0, FEB'17	
22	OP-2	Sr. HSE Officer/HSE Engineer/HSE Officer	RD-1/23, REV 1, FEB'17	
23	OP-3	Jr. HSE Engineer / Officer	RD-1/24, REV 0, FEB'17	
24	OP-4	First Aider (HSE Assistant)	RD-1/25, REV 0, FEB'17	
25	P-1	Sr. QA-QC Engineer/ QA-QC Engineer	RD-1/26, REV 1, FEB'17	
26	P-3	Jr. QA-QC Engineer	RD-1/27, REV 0, FEB'17	
Logistics				
27	M-2	Logistics Manager	RD-1/28, REV 1, FEB'17	
28	OP-2	Logistics Supervisor	RD-1/29, REV 0, FEB'17	
29	OP-2	Workshop Supervisor	RD-1/30, REV 0, FEB'17	
30	OP-2	Transport Supervisor	RD-1/31, REV 0, FEB'17	
31	OP-3	Camp Boss	RD-1/32, REV 1, FEB'17	
32	OP-2	Storekeeper / Timekeeper / Asst. Storekeeper	RD-1/33, REV 2, JUN'21	
33	SS-2 / SS-3	Driver	RD-1/34, REV 0, FEB'17	
RD2 - Commercial				
34	SM-2	Commercial Manager	RD-2/1, REV 0, FEB'17	
Contracts				
35	M-1	Contracts Manager	RD-2/2, REV 0, FEB'17	
36	P-2 / P-3	Contracts Engineer /Jr. Contracts Engineer	RD-2/3, REV 1, FEB'17	
Cost Control				
37	P-1	Sr. Cost Control Engineer	RD-2/4, REV 1, FEB'17	
38	P-2 / P-3	Cost Control Engineer / Jr. Cost Control Engineer	RD-2/5, REV 1, FEB'17	
Procurement				
39	P-1	Sr. Procurement Engineer	RD-2/6, REV 1, FEB'17	
40	P-3	Procurement Engineer / Material Engineer	RD-2/7, REV 1, FEB'17	

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Purchasing				
41	P-2 / P-3	Sr. Purchasing Officer / Purchasing Officer	RD-2/8, REV 1, FEB'17	
RD3 - Tendering				
42	EM-2	Head of Tendering	RD-3/1, REV 1, FEB'17	
43	M-1	QS - Manager (Main Office)	RD-3/2, REV 0, FEB'17	
44	P-2	Quantity Surveyor- Office Based	RD-3/3, REV 1, FEB'17	
RD4 - Development & FM Division				
45	SM-2	Head of Development	RD-4/1, REV 1, FEB'17	
46	M-1	Facility Manager	RD-4/2, REV 1, FEB'17	
47	P-2	Sales Consultant	RD-4/3, REV 1, FEB'17	
48	SS-1	Administrative Assistant	RD-4/4, REV 1, FEB'17	
49	OP-3	General / Maintenance Supervisor	RD-4/5, REV 1, FEB'17	
50	OP-3	Cleaning Supervisor	RD-4/6, REV 0, FEB'17	
51	OP-3	BMS Operator	RD-4/7, REV 0, FEB'17	
	SS-2	Secretary-FM	RD-4/8, REV 0, FEB'17	Cancelled, refer -RD-5/7
52	OP-3	Gym/ Pool Attendant	RD-4/9, REV 0, FEB'17	
RD5 - Finance & Administration				
53	EM-2	Head of Finance & Administration	RD-5/1, REV 1, FEB'17	
54	P-1	Sr. Office Engineer	RD-5/2, REV 0, FEB'17	
Accounts & Finance				
55	M-1	Manager- Accounts	RD-5/3, REV 1, FEB'17	
56	M-2	Sr. Finance Officer	RD-5/4, REV 1, FEB'17	
57	P-1	General Accountant	RD-5/5, REV 0, FEB'17	
58	P-2 / P-3	Accountant	RD-5/6, REV 1, FEB'17	
59	SS-1/ SS-2/ SS-3	Exe. Secretary, Receptionist- Secretary, Secretary-FM, Logistic Clerk	RD-5/7, REV 1, JUN'21	
60	SS-1	Administrative Assistant- F & A	RD-5/20, REV 0, JUN'21	new
Human Resources				
61	SM-3	HR- Manager	RD-5/8, REV 1, FEB'17	
62	M-3	Sr. HR Officer	RD-5/9, REV 1, FEB'17	
63	P-2	Manpower-Coordinator	RD-5/10, REV 1, FEB'17	
64	SS-1	HR-Assistant	RD-5/11, REV 0, FEB'17	
65	SS-3	Office Assistants	RD-5/12, REV 1, JUN'21	
66	SS-4	Office Boy	RD-5/13, REV 0, FEB'17	
Public Relations				
67	P-1	PR Manager	RD-5/14, REV 0, FEB'17	
68	P-2	Administration Officer	RD-5/15, REV 0, FEB'17	
69	SS-1	Public Relations Officer-Abu Dhabi	RD-5/16, REV 0, FEB'17	
70	SS-1	Public Relations Officer-Dubai	RD-5/17, REV 0, FEB'17	
Information Technology				
71	P-3	Sr. IT-Officer / IT Officer	RD-5/18, REV 1, FEB'17	
72	SS-3	IT-Assistant	RD-5/19, REV 0, FEB'17	