



## JOB DESCRIPTION

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Job Title: Senior Project Manager  
Job Code:  
Job Family:  
Reports To: Director of Development – ME Office  
FLSA Status: Exempt  
Department: Development  
Division: Island Global Yachting  
Location: Dubai UAE  
Prepared By/Date: Michael Horrigan 9<sup>th</sup> August 2007

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### **Summary:**

Supports the Director in the leadership of a team of qualified professionals in development activities for complex mixed use projects consisting of upland and marina components; directions of consultants and contractors engaged to deliver those works; fosters relationships with client representatives to facilitate success of project goals, and undertakes direct responsibility for achieving project targets (time and cost) by performing the following duties personally or through assigned team members and professional services.

Participates in general team management and administration duties related to commercial responsibility (budgets; invoicing; fee collection); personnel development (Halogen; mentorship); corporate reporting; and manpower scheduling.

**Essential Duties and Responsibilities** include the following (other duties may be assigned):

- Coordinate preparation of appraisal reports on available land, conceptual site planning, development optimization, time schedule / phasing and construction costs.
- Works in conjunction with the Operations department to apply data base of operating and development costs, budgets and facilities scheduling to development strategy determined by the Director of Development.
- Coordinate a variety of physical due-diligence activities and feasibility studies. Plans, oversees, and directs activities of consultants and partner input engaged to perform a variety of studies including environmental, survey, wind and wave impact, geotechnical reports, marine soundings, and zoning or other regulatory requirements prior to proceeding with preliminary works.
- Supports the Director of Development in the management of the local political process, including that of joint operating parties (Nakheel / Istithmar) and development control bodies.
- Preliminary development of project budgeting, full site plan approval, coordinate team of internal and external resources consisting of architects, engineers and construction professionals.
- Manage the team resources to schedule manpower allocation and target dates for the team responsibilities identified by the Director of Development and report regularly on maintenance of goals.
- Manage all required project reporting to clients and regulatory authorities as well as supporting the Director of Development in the preparation of Corporate Reporting documents.
- Serve as a partner to the Director of Development to grow the business through fostering relations with clients; local authorities and business leaders in our field. Where

- appropriate, participate in Business Development activities and pursuits toward securing new work for the team.
- Support the Director in the management of the day-to-day operations of the Development Department as a business with input to the tracking of budgets / financial targets, recruitment, scheduling of team responsibilities and company deliverables / reporting.

## **Non-essential Duties and Responsibilities**

### **Supervisory Responsibilities:**

Directly and indirectly supervises 10 to 100 employees in for assigned project or projects. Carries out supervisory and project management responsibilities in accordance with the organization's policies, industry best practices as established by any applicable laws. Responsibilities include interviewing, hiring, and training employees or vendors; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education/Experience:**

Bachelor's degree (B. A.) from four-year College or university; together with 10 years post graduate related experience and/or training; or equivalent combination of education and experience.

### **Certificates and Licenses:**

Project Management Professional

### **Language Ability:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Proficient and comfortable with undertaking presentations and public delivery of issues, strategies and achievements relevant to the Development Team activities.

### **Math Ability:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Computer Skills:**

To perform this job successfully, an individual should have knowledge of Word Processing software; Spreadsheet software and MS project management software.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may

be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outdoor weather conditions. The employee is occasionally exposed to work near moving mechanical parts.

The noise level in the work environment is usually moderate.

**Physical Demands:**

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

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is occasionally required to stand; walk; sit and stoop, kneel, crouch, or crawl. Inspection of development sites will, on occasion, require the ability to climb and work at heights – all with full PPE.

**Competency:**