

TERMS OF REFERENCE

Post: Planning Engineer, Construction

Reporting relationship: HOD

Gross Salary: MVR 26,090

RESPONSIBILITIES AND DELIVERABLES

1. **Project Scheduling & Development:** Develop and maintain detailed project schedules, integrating timelines, milestones, and resource allocation to ensure timely delivery. Continuously update schedules to reflect changes in scope or delays.
2. **Resource Planning & Allocation:** Assess the resource requirements of the project, including labor, materials, and equipment. Ensure resources are allocated efficiently to meet project needs without over or underutilization.
3. **Progress Monitoring & Reporting:** Monitor the progress of the project against the established schedule and report any deviations. Provide weekly or monthly status reports to stakeholders on project timelines, milestones, and deliverables.
4. **Critical Path Analysis:** Identify the critical path of the project and assess any potential risks to timely completion. Proactively suggest adjustments to keep the project on track.
5. **Project Forecasting & Trend Analysis:** Provide accurate forecasts of project progress, including cost and schedule trends. Predict potential delays or budget overruns and recommend corrective actions.
6. **Change Management Support:** Assist in assessing the impact of any changes to the project scope, cost, or timeline. Update project schedules to reflect changes and communicate revised timelines to all stakeholders.
7. **Collaboration with Project Teams:** Work closely with the project manager, engineers, and contractors to ensure that all project tasks are adequately planned and executed according to schedule.
8. **Risk Analysis & Mitigation:** Identify scheduling risks early in the project lifecycle. Develop and implement mitigation plans to prevent delays and cost escalations.
9. **Data Management & Documentation:** Maintain accurate records of all planning documentation, including schedules, reports, and correspondence. Ensure that planning documents are readily available and accessible to stakeholders.

10. Performance Analysis & Improvement: Continuously analyze the efficiency of project planning processes and suggest improvements. Ensure best practices are followed to improve scheduling accuracy and project delivery.

EMPLOYEE SPECIFICATION.

- MNQF Level 7 in Construction Management or Civil Engineering.
- More than 3 years of experience in Construction.

SKILLS AND COMPETENCIES

- Experience with office management software such as MS Office (MS Excel and MS Word) and familiar with other software such as AutoCAD, MS Projects, and Blue Beam
- Use BIM software will be an added advantage
- Must be able to work independently, be reliable and organized.
- Proven outstanding quantitative skills, decision-making skills, analytical and problem-solving skills. Additionally, must be able to provide high-level technical support. Able to make quick decisions and solve technical problems and adapt to client requirements.
- Highly organized and should be able to multitask