

**Job Description for: Proj Mgmt Specialist**

Jobcode	Selection Dt	Review Date	Job Suffix	O/T Class	Job Grade
20010776	06/25/2008	10/11/2006	G	2	015

**9000 Basic Function**  
**GIVE BRIEF SUMMARY OF THE PRIMARY PURPOSE(S) OF THE JOB.**

The Project Management Specialist is a company-wide recognized Subject Matter Expert (SME) in the field of Project Management. He provides expert advice and guidance in one or more specialized areas of Project Management, including but not limited to project planning, project execution, and project controls. As an SME, he utilizes his extensive experience and knowledge to optimize project planning, improve design and construction quality, and to improve project costs and schedules.

**9001 Scope**  
**INDICATE AS APPROPRIATE SIZE, GEOGRAPHIC AREA, PLANT EQUIPMENT THROUGHPUT, ORGANIZATIONS SERVED, FINANCIAL RESPONSIBILITY, AUTHORITY, AND SUPERVISION RECEIVED, WHICH RELATE TO THE JOB.**

The increasing complexity and size of Saudi Aramco's capital program requires availability of in-house experts in various specialized knowledge areas within the broad scope of Project Management functions and responsibilities. The Project Management Specialist is an expert in one or more disciplines that directly affect project performance, including but not limited to planning and scheduling, project execution, estimation, cost engineering, geomatics, value engineering, and other Value Improvement Practices. Assigned to support projects that may range in size from tens of millions to several hundreds millions of dollars, the Project Management Specialist utilizes his expertise to help the company achieve best in class performance in the execution of its capital program. The incumbent may be under the direct supervision of the Senior Project Engineer (Unit Head), Project Manager (Division Head), or Department Manager, depending on the project complexity and execution requirements. The Project Management Specialist does not have permanent supervisory responsibilities, but may on a temporary basis direct the activities of one or more engineers and other professionals in support of specific project requirements.

**9002 Principal Contacts**  
**INCLUDE PURPOSE, FREQUENCY AND SIGNIFICANCE TO SAUDI ARAMCO.**

Internal: He is in frequent contact with Unit Heads, Division Heads, and Managers within Project Management, Producing Operations and Engineering Service organizations. He represents Project Management in multi-disciplinary teams across business lines. He occasionally makes presentations to executive management to provide updates on project cost, schedule, and value improvement initiatives.

External: Works with Engineering & Construction (E&C) contractors to provide expert advice in his area of expertise. Actively

participates in regional and international conferences to exchange information on Project Management case histories, processes, innovations, and value improvement practices. Works with Consultants to establish new, or improve existing, Project Management processes and procedures.

**9003 Principal Duties**  
**DESCRIBE CONCISELY EACH PRINCIPAL WORK ACTIVITY LISTED IN**

A LOGICAL ORDER; NORMALLY, THE ORDER WILL BE TO LIST THE MOST IMPORTANT DUTY FIRST. INCLUDE IMPORTANT DECISIONS AND RECOMMENDATIONS MADE, IF APPLICABLE. FOR SINGLE APPLICATION JOBS INDICATE APPROXIMATE PERCENT OF TIME SPENT ACCOUNTING FOR AT LEAST 75% OF TOTAL TIME. START SENTENCES WITH ACTION VERBS. PLEASE INDICATE THE PERCENTAGE OF TIME AGAINST EACH PRINCIPAL DUTY.

- a) Provides expert advice and guidance in project planning, project execution, and/or project control.
- b) Assists in resolving project management problems related to his area of expertise, including project planning deficiencies, project quality defects (in engineering, procurement, or construction), schedule slippages, and potential cost over runs.
- c) Works closely with project engineers and other project professionals to provide work direction and guidance.
- d) Formulates and implements strategies to improve project planning, cost, schedule, and/or quality.
- e) Evaluates existing tools and methodologies in his area of expertise and makes recommendations on their implementation at Saudi Aramco.
- f) Leads internal or external problem-solving teams as directed by management.
- g) Conducts training courses in his area of expertise.
- h) Trains and mentors developing engineers and other project management professionals.
- i) Leads peers reviews on projects up to \$250,000,000 in CAPEX.
- j) Conducts special studies.
- k) Participates in development of standards, guidelines, instructions, policies and procedures on an as-required basis.
- l) Participates in the reviews and evaluation of the capabilities of E & C contractors, suppliers, and project management related service providers.
- m) Keeps abreast of advances in his area of expertise by attending conferences, seminars and through contacts with other industry experts.

**9004 Minimum Requirements**

**A- EDUCATION - DEGREES AND/OR LICENSES REQUIRED; B- PREREQUISITE WORK EXPERIENCE IN ADDITION TO EDUCATION; C- OTHER.**

- a) Education: Bachelor's degree in Engineering or Business, plus significant post graduate participation in technical or PM related seminars. Preferably an MS, MBA or higher degree. The incumbent will normally have achieved industry recognition through activities on committees of professional societies and industry organizations like PMI, AACE, SAVE International or others.
- b) Experience: Minimum of Twelve (12) years of experience, including at least 6 years in his main field.
- c) Other: Professional certification by AACE, PMI, or the professional engineering boards. Must be capable of evaluating and consulting on

project problems where precedents are lacking or on problems where a high degree of specialized knowledge is required.