

BULLETIN EMPLOI

Addendum Juillet 2012

PROCEDURE DE DEPOT DE CANDIDATURE

- Envoyer votre CV par mail à emploi@esa.edu.lb en précisant dans le sujet de votre message votre nom et la référence du poste souhaité.
Exemple : Candidature Valérie Abboud - réf 12BE-0618
- Une lettre de motivation est vivement recommandée.

Dépôt des candidatures avant le 29 juillet dernier délai

Toute candidature reçue après cette date ne sera pas traitée
en raison de la fermeture de l'ESA pour les congés d'été

24 juillet 2012



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EMPLOIS PROPOSES AU LIBAN

09. LFA - LEBANESE FRANCHISE ASSOCIATION

Position

☞ DIRECTEUR DÉLÉGUÉ - RÉF. 12BE-0709

Mission

- Il/Elle sera responsable de l'organisation et de la mise en œuvre des actions menées par la Lebanese Franchise Association sous la supervision directe du président de l'Association.
- Il/Elle assurera le suivi de relation avec les organisations internationales de la franchise : WFC (World Franchise Council), Fédération Française et Européenne, ainsi que la coordination avec les instances économiques et diplomatiques.
- Il/Elle sera chargé de la planification et de la coordination de toutes les activités organisées par la LFA.
- Il/Elle devra coordonner et appuyer les tâches des différents acteurs au sein de l'Association.
- Il/Elle devra élaborer de façon mensuelle un rapport de suivi technique des activités de l'Association.
- Il/Elle devra effectuer une surveillance de l'exécution budgétaire et de la gestion adéquate des fonds.
- Il/Elle contribuera à l'élaboration de la stratégie d'intervention pour la réalisation des activités de l'Association.
- Il/Elle devra entreprendre des initiatives pour développer les services rendus aux membres et pouvoir entreprendre des activités et contacts afin de mener une stratégie d'expansion de l'association.

Profile recherché / Requirements

- MBA/EMBA/Mastère de Spécialisation en Marketing/Master en Management
- Expérience justifiable de 3 années minimum dans un poste similaire.
- Capacité d'adaptation et d'initiative.
- Bonnes relations humaines, transparence et confiance.
- Capacité d'analyse et rédaction fluide. Capacité de suivi administratif.
- Excellente maîtrise de l'anglais, du français et de l'arabe.



10. FORELOGIX

ForeLogix is a leading Business and Technology Service Provider, based in Beirut with operations in South Africa, the Middle East and Europe.

Position

☞ SENIOR MANAGER IN FINANCE AND HR - RÉF. 12BE-07

Mission

- Assist the CFO and Head of HR in their duties
- Work on annual budgets
- Lead financial activities and resources of the company and promote financial value creation
- Keep accurate financial statements for monitoring of company financial performance
- Take full responsibility for all accounting tasks: coordinate with and manage accountants internally and/or externally and ensure smooth and error-free accounting records according to Lebanese and international accounting standards
- Lead all administrative functions and manage administrative personnel
- Lead all legal activities: contracts write-up, coordination with legal advisors/lawyers, assist internally for checking legal aspects/contracts, manage all legal entities of the company from a legal and tax perspective
- Lead human capital management (employees contracts, remunerations, execute payroll, manage recruiting agencies etc.)

Profile recherché / Requirements

- University degree holder; preferably in Business Administration, majoring in Finance.
- Minimum 8-10 years of Accounting and Finance experience
- Previous experience in handling legal aspects is required
- Previous experience in External Audit might be also considered as relevant
- Previous experience in HR is preferred
- Good knowledge of Lebanese taxation and NSSF regulations and laws
- Deep practical application of finance and accounting operations
- Business acumen; mature; at ease with numbers; cost conscious



11. MAJID AL FUTTAIM PROPERTIES

Position

☞ SENIOR PROJECT MANAGER COMMERCIAL - REF. 12BE-0711A
Reports to Project Director/Senior Director-PM

Mission

Job Purpose

The Senior Project Manager (SPM-Commercial) is a valuable part of the Project Management team and will report to the Project Director/Senior Director-PM. The SPM-Commercial will take a leadership role in the delivery of a number of developments or large and complex developments, through Commercial key gateways in accordance with the development brief and within agreed cost/time/quality parameters. In addition the SPM Commercial is expected to contribute to the development of the department's portfolio wide strategic initiatives.

Key Tasks

In addition to the project specific work the SPM-Commercial will be expected to generally act in the best interests of the company, advance the companies knowledge, understanding and experience of all construction related matters and contribute to the development of the department's portfolio wide strategic initiatives.

The role of a SPM-Commercial may vary from project to project, and it will be the SPM-Commercial responsibility to form a strong relationship with the wider project team and ensure his role complements this team. The SPM Commercial is expected to take a leadership role and follow the companies Policies and Procedures, however typical Tasks include:

- Responsible for supporting Delivery Team on all Commercial aspects of Projects
- Responsible for the development of project(s) through the direction of control documents and instruction from the senior management team and Senior Project Managers.
- Assists with the preparation of Development feasibility studies, concept master planning etc. to develop the initial briefing requirements for Consultants.
- Assists with the development of the strategies and initiatives to enhance the successful delivery of projects or specified components, both in terms of design, construction and where applicable, operation and maintenance companies.
- Assisting in establishing best practice procedures on cost management within the Project Delivery Department. Including delivery of initiatives on Benchmarking, Risk management. Assist with the auditing of projects ensuring the processes and procedures adopted by projects.
- Responsible for Cost Management of the respective project(s) with respect to Cost Planning, cost reporting, change management and Contract Close out in liaison with the Delivery Team.
- Form and support the Project Manager to engender a cohesive project team. Both internally and external to MAF properties liaising with other departments particularly Finance and Development Management.
- Assist with the procurement of all services as per the approved processes and procedures manual
- Manage the procurement of Consultant and Contract services
- Manage the compilation of the commercial assessment of all tender submissions (either internally or using a Third Party)
- Manage the compilation of the Contract Document, and execution with the respective Contractual parties.



- Assist with the management of Third Party cost consultants for the provision of cost plans, estimates and reports.
- Issue a monthly commercial report on project(s) following project finance meetings incorporating an up to date cash flow and analysis of costs to date and projected final account figures.
- Assist with the contract administration, of construction and contracts and consultant appointments including the payment process thereof.
- Contract Strategy Development with the respective Project Managers
 - Final account close out
 - Claim management – logging, review, respond, close out.

Profile recherché / Requirements

Financial

- International work experience
- Experience of leading, managing and motivating a team (both internally and external consultants etc.) on multi projects or large and complex projects
- Experience of managing budgets and forecasting expenditure
- Experience of key project processes such as design principals and management, construction processes, procurement and tendering
- Sound Knowledge of health and safety, contract law, environment and building regulations
- Excellent IT skills
- Effective communicator with excellent influencing and negotiating skills
- Ability to work in a pressurized environment
- Results and focused individual
- Excellent analytical and problem solving skills using a flexible pragmatic approach
- Enthusiastic and able to inspire others
- Ability to adapt to and manage change
- Knowledge and understanding of Industry best practice.
- Relevant professional qualifications

Complexity

- Bachelor of civil Engineering or Architecture. MBA is a plus
- 10 years in the Building construction industry
- Good Command of FIDIC
- PMP is highly recommended
- Please attach the relevant organization chart showing hierarchy of the job within the department

Position

☞ SENIOR PROJECT MANAGER - MEP - REF. 12BE-0711B
Reports to Project Director/Senior Director-PM

Mission

Job Purpose

The Senior Project Manager (SPM-MEP) is a valuable part of the Project Management team and will report to report to the Project Director/Senior Director-PM. The SPM-MEP will take a leadership role in the delivery of a number of developments or large and complex developments, through MEP key gateways in



accordance with the development brief and within agreed cost/time/quality parameters. In addition the SPM-MEP is expected to contribute to the development of the department's portfolio wide strategic initiatives.

Key Tasks

In addition to the project specific work the SPM-MEP will be expected to generally act in the best interests of the company, advance the companies knowledge, understanding and experience of all construction related matters and contribute to the development of the department's portfolio wide strategic initiatives. The role of a SPM-MEP may vary from project to project, and it will be the SPM's responsibility to form a strong relationship with the wider project team and ensure his role complements this team. The SPM is expected to take a leadership role and follow the companies Policies and Procedures, however typical Tasks include:-

a) Departmental Strategic Activities

- Contribute to the development of the department by championing strategic initiatives to develop best practice processes, procedures, controls and systems.
- Manage individual MEP team member's personal corporate and project objectives, monitoring progress and mentoring more junior team members.
- Assist and advise on the annual list of MEP consultants and contractors for approval.
- Assist with the delivery of the approved Business Plan.
- Identify and manage key department, project development and construction risks.
- Maintain good relationships with all major consultant and contracting groups, project managers and key design firms.
- Advance the department and company's knowledge, understanding and experience of all construction related matters.
- Maintain awareness of regional industry, legislative and professional changes and ensure best practice is embedded within project delivery.
- Acts as an ambassador for the department and MAFP.

b) Pre-Development Activities

- Assist in Appointing a consultant team to assist with the development as necessary and develop the Scheme Design through staged gateway sign offs.
- Assist the development team with the planning, consents, permits and other regulatory applications for consent
- Assist -within his specialty; the development team with discussions with appropriate outside groups who may influence the development or construction including any Tenant, Purchaser or Fund, JV Partner, Development partner, adjoining owner, environmental group, archaeological department, statutory undertaker
- Arrange, delegate, attend the design policy, progress and other appropriate liaison meetings.

c) Development Feasibility and Cost Control

- Assist the Development team in establishing MEP budgets for the development. In particular establish, own and manage MEP budgets for any account in connection with the construction of the development, appointment of the professional MEP design team and any other relevant accounts as agreed with the Project Owner
- Assist in Managing feasibility design options in line with scheme development
- Assist the development team in the preparation of any financial appraisal and feasibility studies relating to the development including MEP budget estimating, cost planning, cash flow forecasting and advice on procurement



- Assist the development team with the assembly and maintenance of a project Risk register on the MEP level

d) Procurement

- Recommend the most suitable method of procurement of MEP services
- Instruct in coordination with the PD, manage and ensure that appropriate MEP procurement and tendering documentation is prepared appropriately detailing the design and the requirements of the employer in respect of the construction of the development in accordance with the agreed development programme and the agreed procurement strategy
- Prepare appropriate tender analysis and recommendations for the MEP section
- Ensure appropriate internal and external approvals are in place prior to Contractor appointment
- Recommend suitable MEP Contractor(s) to carry out the construction

e) Detailed Design, Construction and Development Delivery

- Ensure the issue of construction and production information and the release of other information is issued in accordance with development, construction, design and procurement programmes.
- Ensure that the Contractor builds in accordance with the requirements of the Employer.
- Monitor MEP activities progress on site and minimize actual and potential delays to the construction programme
- Manage, monitor, co-ordinate and control the MEP aspects of the project including but not limited to time, quality, cost, value, risk logistics, neighbor relations, safety, quality, M&E, design and environment
- Identify & manage key construction risks and oversee the resolution of disputes with contractors.
- Take responsibility for ensuring safe working practices are adhered to for all site MEP personnel

f) Handover, Post Construction and Project Close

- Ensure all appropriate testing and regulatory building consent certificates, operation and maintenance manuals and record drawings pertaining to MEP activities are produced
- Ensure remedial works and resolution of MEP defects are completed timely and that appropriate making goods defects certificates are issued
- Ensure lessons learnt workshops and documentation is prepared and made available for the benefit of future projects

g) Generally

- Generally be aware of and ensure the Project Design and Delivery respects the Companies Sustainable development aspirations.
- Generally ensure the project Design & Delivery respects the company's aspirations on Health and Safety.

Profile recherché / Requirements

Financial

- International work experience
- Experience of leading, managing and motivating a team (both internally and external consultants etc.) on multi projects or large and complex projects
- Experience of managing budgets and forecasting expenditure
- Experience of key project processes such as design principals and management, construction processes, procurement and tendering
- Sound Knowledge of health and safety, contract law, environment and building regulations
- Excellent IT skills
- Effective communicator with excellent influencing and negotiating skills



- Ability to work in a pressurized environment
- Results and focused individual
- Excellent analytical and problem solving skills using a flexible pragmatic approach
- Enthusiastic and able to inspire others
- Ability to adapt to and manage change
- Knowledge and understanding of Industry best practice.
- Relevant professional qualifications

Complexity

- Bachelor of Electrical/Mechanical Engineering. MBA is a plus
- 10 years in the MEP Industry. Experience in building construction is a plus
- Good knowledge of FIDIC
- PMP is a plus
- Please attach the relevant organization chart showing hierarchy of the job within the department

Position

- SENIOR PROJECT MANAGER - REF. 12BE-0711C
Reports to Project Director/Senior Director-PM

Mission

Job Purpose

The Senior Project Manager (SPM) is a valuable part of the Development team and will report to report to the Senior Director-PM. The SPM will take a leadership role in the delivery of a number of developments or large and complex developments, through all key gateways in accordance with the development brief and within agreed cost/time/quality parameters. In addition the SPM is expected to contribute to the development of the department's portfolio wide strategic initiatives.

Key Tasks

In addition to the project specific work the SPM will be expected to generally act in the best interests of the company, advance the companies knowledge, understanding and experience of all construction related matters and contribute to the development of the department's portfolio wide strategic initiatives.

The role of a SPM may vary from project to project, and it will be the SPM's responsibility to form a strong relationship with the wider project team and ensure his role complements this team. The SPM is expected to take a leadership role and follow the companies Policies and Procedures, however typical Tasks include:

a) Departmental Strategic Activities

- Contribute to the development of the department by championing strategic initiatives to develop best practice processes, procedures, controls and systems.
- Manage individual team member's personal corporate and project objectives, monitoring progress and mentoring more junior team members.
- Assist and advise on the annual list of consultants and contractors for approval.
- Assist with the delivery of the approved Business Plan.
- Identify and manage key department, project development and construction risks.



- Maintain good relationships with all major consultant and contracting groups, project managers and key design firms.
- Advance the department and company's knowledge, understanding and experience of all construction related matters.
- Maintain awareness of regional industry, legislative and professional changes and ensure best practice is embedded within project delivery.
- Acts as an ambassador for the department and MAFP.

b) Pre-Development Activities

- Assist the development team in establishing the design and development briefs for the development, including the overall masterplan, the functional criteria, outline concept design and financial performance of the development.
- Establish and maintain a Master Development Program in collaboration with the PD.
- Assist in Appointing a consultant team to assist with the development as necessary and develop the Scheme Design through staged gateway sign offs.
- Assist the development team with the planning, consents, permits and other regulatory applications for consent
- Assist the development team with discussions with appropriate outside groups who may influence the development or construction including any Tenant, Purchaser or Fund, JV Partner, Development partner, adjoining owner, environmental group, archaeological department, statutory undertaker
- Assist and Advise the Development team in the negotiation of tenant leases ensuring detailed landlord and tenant obligations are clearly understood, costed and analysed. Ensure any specific landlord obligations are incorporated into the landlords design.
- Assist and advise, as required, in the negotiation for the assembly of development land
- Ensure necessary Building regulation/permit applications and in particular building regulation waivers are obtained
- Arrange, delegate, attend and if necessary chair design team, policy, progress and other appropriate liaison meetings.
- Consult with the Insurance Brokers to ensure that our Insurance interests are maintained and safeguarded

c) Development Feasibility and Cost Control

- Assist the Development team in establishing budgets for the development. In particular establish, own and manage budgets for any account in connection with the construction of the development, appointment of the professional design team and any other relevant accounts as agreed with the Project Owner
- Manage feasibility design options in line with scheme development
- Assist the development team in the preparation of any financial appraisal and feasibility studies relating to the development including budget estimating, cost planning, cash flow forecasting and advice on procurement, and development programme.
- Assist the development team with the assembly and maintenance of a project Risk register
- Maintain a cost control system throughout the project, providing regular financial updates to the development team and Project leader. Ensure sound financial project management including accurate budget forecasts to completion, cashflows and financial tracking of key accounts
- Agree, finalize and appropriately close and document all budget accounts prior to the Project Close.



d) Procurement

- Establish the most suitable method of procurement of construction services
- Instruct in coordination with the PD, manage and ensure that appropriate procurement and tendering documentation is prepared appropriately detailing the design and the requirements of the employer in respect of the construction of the development in accordance with the agreed development programme and the agreed procurement strategy
- Prepare appropriate tender analysis and recommendations
- Ensure appropriate internal and external approvals are in place prior to Contractor appointment
- Recommend suitable Contractor(s) to carry out the construction

e) Detailed Design, Construction and Development Delivery

- Assist in developing the detailed design ensuring concept and schematic design intent is protected.
- Ensure the issue of construction and production information and the release of other information is issued in accordance with development, construction, design and procurement programmes.
- Ensure that appropriate building contract documents are prepared and executed
- Ensure that the Contractor builds in accordance with the requirements of the Employer.
- Monitor progress on site and minimize actual and potential delays to the construction programme
- Ensure that interim and final valuations are prepared and regular (monthly) certificates are issued
- Liaise with 3rd parties (incoming tenants and occupiers, purchasers, funders, etc..) and co-ordinate their requirements in connection with the development
- Manage and procure any Approved Employers Change requirements using an agreed Change order process ensuring development team approval in line with the development appraisal and board approved sums
- Ensure the Building Contract is administered in accordance with its terms, and ensure that all statements of practical completion are issued
- Manage, monitor, co-ordinate and control all aspects of the project including but not limited to time, quality, cost, value, risk logistics, neighbor relations, safety, quality, M&E, design and environment
- Identify & manage key construction risks and oversee the resolution of disputes with contractors.
- Manage the tenant fit out process in conjunction with in-house retail delivery team, including commissioning of plant & machinery before hand-over.
- Take responsibility for ensuring safe working practices are adhered to for all site personnel

f) Handover, Post Construction and Project Close

- Co-ordinate the handover of all building and development sections
- Ensure all appropriate testing and regulatory building consent certificates, operation and maintenance manuals and record drawings are produced
- Arrange for occupiers and staff to be instructed and trained for the appropriate building use
- Ensure remedial works and resolution of building defects are completed timely and that appropriate making goods defects certificates are issued
- Conclude final account negotiations with all Contractors, Consultants and Suppliers. Ensure that appropriate and proper retentions are released
- Ensure lessons learnt workshops and documentation is prepared and made available for the benefit of future projects

g) Generally

- Ensure that the payment of contractors and professional consultants Invoices are timely
- Manage, advise and resolve any disputes in connection with the development generally
- Generally assist the development team to ensure that relevant approving authorities and boards are kept informed and updated of general development progress



- Generally Assist the Development team in securing as necessary any board consents and approvals for initial and subsequent monies to complete the development
- Generally be aware of and ensure the Project Design and Delivery respects the Companies Sustainable development aspirations.
- Generally ensure the project Design & Delivery respects the company's aspirations on Health and Safety.

Profile recherché / Requirements

Financial

- International work experience
- Experience of leading, managing and motivating a team (both internally and external consultants etc.) on multi projects or large and complex projects
- Experience of managing budgets and forecasting expenditure
- Experience of key project processes such as design principals and management, construction processes, procurement and tendering
- Sound Knowledge of health and safety, contract law, environment and building regulations
- Excellent IT skills
- Effective communicator with excellent influencing and negotiating skills
- Ability to work in a pressurized environment
- Results and focused individual
- Excellent analytical and problem solving skills using a flexible pragmatic approach
- Enthusiastic and able to inspire others
- Ability to adapt to and manage change
- Knowledge and understanding of Industry best practice.
- Relevant professional qualifications

Complexity

- Bachelor of civil Engineering or Architecture. MBA is a plus
- 10 years in the Building construction industry
- Good Command of FIDIC
- PMP is highly recommended
- Please attach the relevant organization chart showing hierarchy of the job within the department

Position

- OPERATIONS MANAGER - REF. 12BE-0711D
Reports To GM-BECC

Mission

Job Purpose

To oversee the day to day operations of the Centre in terms of Centre Presentation, Security, Safety, Cleaning, Engineering, Facilities and Ambience are kept up to the highest standards and to meet all tenant requirements.

Administer programs which will protect and enhance the performance and income of the Centre, and meet tenants and management satisfaction requirements



Key Task

a) General

- To ensure the mall is presented to its customer in the highest possible standards by maintaining the interior and exterior of the building.
- Conduct regular inspection of the interior of the property with specific attention on cleanliness, preventive maintenance, health and safety, fire and safety, security and parking.
- To complete the quarterly property inspection reports to tract maintenance programs & repairs in the complex, including the follow up to ensure corrective measures are completed in a timely manner.
- Provide detail annual budgets, with back up notes for all expenses related to the interior of the mall to be included in the annual operating budget.
- Recommend/purchase required equipment as need to maximize efficiency of the interior cleaning, traffic & security team.
- As per directives from the Management, enforce rules & regulations are followed by the Tenants with particular focus on operating hours, delivery schedule, waste removal, promotional signs & other related issues.
- Monitor and review performance of all contract service providers to ensure scope of work contained in the contract is complete.
- Serve as a Team Leader for the Crisis Management Response Team

b) Cleaning

- Coordinate with cleaning contractor to ensure proper manpower is in place to maintain the interior of the mall in the highest possible standard.
- To oversee cleaning contract, including scheduling of cleaning staff, implement cost cutting program & improve cleaning efficiencies.
- To ensure that the Exterior Cleaning company delivers the standards in cleaning the Building Facade, Mall High Level, Parking and Periphery.
- Ensure wash rooms are properly cleaned & stocked at all times.
- Food Court, Mall front of the house areas, entrances, parking, back of the house areas, periphery & exterior of the building are maintained at all times to set a standards.

c) Facilities

- To coordinate the repairs & maintenance projects, property inspections with the maintenance provider to ensure items are delivered in a timely manner.
- To oversee the duties & performance of the exterior maintenance contract to ensure the exterior of the building is maintained to the highest level possible.
- Report any unsafe condition which requires repair to the top management for immediate remedies.
- To ensure that all vertical transports smooth functionality & safety. Proper lighting, air-conditioning levels, sliding door, parking fit to use & toilet facilities are always in a workable condition.
- To review the Planned Preventive Maintenance (PPM) schedule checks are carried out for all assets.

d) Security

- To oversee the security contract, including scheduling of security staff I, cost control & coordination with the interior & exterior security team.
- Along with the service provider supervisory team develop & approve staff schedule to ensure proper level of staff at all time.
- To coordinate and conduct tenant orientation meetings for the entire Mall, covering emergency procedures, communication systems and other security procedures relating to the tenants of the Mall.



- To develop a strong working relationship with all important Municipal Emergency services including Police, CID, Fire & Para Medic Services
- Monitor and review the CCTV system to ensure proper procedures, records & recordings are maintained as per MAF requirements
- To develop a Standing Operating Procedure and policy for all functions.

e) Health & Safety

- To identify & inform Management of any Health & Safety risk related to the Mall building that may affect employees, contractors & the general public.
- Conduct Health and Safety Audits, implementation of Audit recommendation & follow up on safety audit issues.
- Under the guidance of the Management oversee any remedial repair works to ensure there is no safety risk to customers.
- Conduct hygiene inspections and ensure standards are maintained.

f) Fire & Safety

- To establish the Fire Safety Program of the Mall.
- To oversee the fire & safety training & implementation program in the complex.
- Conduct quarterly fire inspection audits of interior areas to ensure all fire extinguishers, sprinkler system, emergency lighting & other fire safety elements are working at all times.
- Prepare a quarterly fire & safety inspection report formally documenting any risk areas in the building, retail shops along with recommended remedial measures.
- Oversee the daily inspection of all services corridors to ensure no tenant or other materials are being stored, temporarily or permanently in the service corridor.
- Conduct quarterly fire & safety drills for all key emergency response team members.

g) Traffic Management & Taxi Service

- To oversee the traffic management system including the coordination & scheduling of traffic team, maintaining & fine tuning traffic management systems (barriers, counters, shutters, variable message signage) & taxi greetings teams.
- Oversee the traffic management staff to ensure proper coverage at peak times & to keep vehicular traffic moving through the premises.
- To coordinate with taxi company supervisors to maintain proper procedures for the taxi drop off & pick up areas.
- Complete a daily report of vehicular traffic and other issues & provide a summary on a weekly basis to the Management of the DCC.
- To oversee the movement of Tour & Hotel buses and ensure the arrivals & departures to the Mall is managed with minimal disruption of the customer vehicular movement.
- To oversee the exterior & interior way finding signage & recommend appropriate changes.

To oversee the valet parking contract and its operations.

h) Marketing/Customer Service/Promotion Media

- To ensure all the Marketing Events/Promotions are managed through Security and Cleaning.
- In coordination with the Promotions & Media Department, oversee the set-up and take down all temporary leasing displays. Provide necessary infrastructure for the incoming tenants.

In coordination with Customer Service staff, ensure all mall promotional signs, directories and other materials are in proper place during all operational hours.



i) Financial Planning

- Plan, prepare and control Capex/Operating budget estimated at for the year.
- To review the Capital expenditure budget monthly of planned phasing and priority based effective utilization and to maintain timeline.

Explore, create and suggest to the Management additional unutilized areas within the mall which can be converted in a revenue generating area

j) Training / Process Management

- Will ensure the following training programs are imparted to the service providers and the customer service staff to enhance their skills set, response time & customer handling skills.
 1. Fire Safety
 2. Emergency & evacuation procedures
 3. First Aid and its application
 4. Disaster management and business continuity
 5. Customer requirements, expectations and preferences
 6. Customer satisfaction and building relationships
- To design processes to address quality and cycle time, learning from past projects, cost control, new design technology, productivity and other efficiency/effectiveness factors.
- To ensure all day to day operation of key production /. Delivery process design accommodates all key operational performance requirements.
- To coordinate and test design all production delivery processes to ensure capability for trouble free and timely introduction of product/services.

Profile recherché / Requirements

Financial

- Has the ability to take overall charge of multiple projects up to US Dollars 10 million, or packages of the same value on a major project

Complexity

- Possesses a Bachelor's degree in Business Administration/Economics or equivalent; MBA is a plus
- Has completed at least 7 years experience, of which 5 are in quality retail project management within major shopping centers within the region
- Is a proficient user of MS Office and MS Project – AutoCAD is an added value
- Is a problem solver
- Is highly organized and disciplined
- Meticulous and detail oriented, but does not loose focus of the big picture
- Is a team player, well tempered, capable of working under pressure and following instructions to the detail
- Excellent verbal and written communication skills
- Demonstrated ability to lead, develop and coach staff members;
- Knowledge in the retail market
- Knowledge in the strategic planning process based on vision and mission statements