

PLANNER

EMPLOYEE NAME:		DEPARTMENT:
DIRECT SUPERIOR:	Project Control Manager	AREA:

GENERAL DESCRIPTION

Support the Project Control Manager in all activities in regard to the project program carrying out detailed critical path analysis and ensuring project is aware of all key milestones, progress towards these and key risks.

MAIN ACCOUNTABILITIES

PROJECT CONTROL: Responsible for ensuring all phases of the project are moving according to the timeline designated & management of project schedule;

DEVIATIONS ASSESSMENT: Identifies potential deviations and provides solutions to resolve issues that may arise throughout the different phases of the project;

RISK ASSESSMENT: Identifies and controls project activities that may jeopardize the achievement of the Contract milestones and;

CRITICAL PATH ANALYSIS: Maintains updated project critical path analysis and reporting on key risks of project not achieving milestones

PROJECT REPORTING: Ensures a regular reporting of the project activities in order to inform, at any time and whenever requested, necessary parties of status quo to guarantee all phases of the Project are moving accordingly to the program;

COORDINATION WITH PROJECT TEAM: Organizes regular meetings with the project team to ensure all information is up-to-date;

PRIMAVERA SOFTWARE: Takes ownership for the Primavera platform and ensures the alignment with the Head of Finance and Control and Project Director.

RESOURCES MANAGEMENT

PEOPLE: 0 direct reports

EXPENSES: N/A

REQUIREMENTS

EDUCATION: University degree in Engineering, Economics or Mathematics.

REQUIRED PROFESSIONAL EXPERIENCE: Between 3 and 5 years. Experience in working with a detailed project program. Experience in both development and construction projects desirable. Experience working with @Risk modelling.

LANGUAGES: Ability to read, write and speak English fluently, Spanish and Portuguese a plus

COMPETENCIES:

- Between three and five years' professional experience working in an Planning or similar position within a project.
- Experience working with Project Schedule/ Program in a large scale project. Construction Project experience preferable.
- Excellent organization and reporting skills
- Demonstrable Business, economic knowledge/experience
- Knowledge of energy or other infrastructure project
- Experience of working in a diverse project environment and/or Joint Venture.