

Center for Career Placement & Alumni
Graduate Placement Services (GPS)

JOB VACANCY FORM[®]

IMPORTANT: The information presented in this document can be shared only internally at UAE University!

Job Reference No.: JV660

Company Name: Government Organization through - Kawader Recruitment



Company Type: Government

Job Position/Title:	Projects Manager	Academic Major:	Civil & Architecture
Salary Range:	48,700	Years of Experience:	with <u>6</u> years of experience
Job Location:	Abu Dhabi	Job Type:	Full Time
Nationality:	UAE Nationality	Gender:	Both
Job Description:	- Monitor and follow up the implementation of operational and administrative tasks of the project schedule and monitor the performance of the project and reporting to the Director of a major project . - Monitor and follow up the administrative aspects of the project, which may include areas such as the management of the project accounts and making payments with the end of the month, programming and participate in the review of the project (in coordination with the Department of Accounting()). - Effective communication with project managers, engineers and contractors to make sure the flow of data and information between them and to identify issues that affect the routine management of the project. - Review and audit of bills the project accurately and on time, as well as to ensure the accuracy of the bills relating to contracts.		
Minimum Qualifications:	- operations engineering know-how of local and international - Dari design standards and operating - tools and methods of simulation models and their application - knowledge of the principles and practices related to the projects - Project Management - Management Relations and Communication - interpretation of research and studies - problem-solving, data collection and analytical skills - Presentation Skills - Arabic language skills - English language skills - Knowledge of computerized		
No. of Positions Required:	3		
Job Close Date:	Open until filled		

To Apply, UAEU Graduates/Alumni should send their CVs to:

najah.wani@kawader.biz

