

# United Arab Emirates Jobs Expertini®

## MPM-Project Manager (Outsource)

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Company: Abu Dhabi Islamic Bank PJSC

Location: united arab emirates

Category: other-general

Role : Project Manager Location : Abu Dhabi Role Purpose: Assist

Development Advisory to manage the new under-construction portfolio, including review tender documents, contracts, and vendor registration. Also, conduct meetings with projects parties (owner, consultant, and contractors), review and verify the projects progress payments. Handling projects handing over process including review, study and approve the financial variation, time extension, preliminary and final financial settlement. Key

Accountabilities of the role General:

Provide a high level of customer service and care

Present the company in a professional manner in all business fields.

Self-development and continuing personal development.

Policies, Systems, Processes and Procedures:

Analyses document business process and problems to develop solutions in order to enhance efficiencies.

Development advisory:

Conducts meeting with project parties.

Review tender documents prepared by the consultant.

Review the project contracts.

Review & approve progress payments.

Prepare, Review & approve takeover & financial settlement.

Review, study, and approve the financial variations and time extension.

Manage DOF team.

Ensure a high standard of report output.

Risk:

Monitor exposure to risk and compliance of respective development advisory department.

Training:

In house training will be given.

Specialist Skills / Technical Knowledge Required for this role:

University Degree – Civil Engineering.

Communication skills /Engineering knowledge.

Previous experience:

Minimum 10 years' experience working in similar role (project manager).

#J-18808-Ljbffr

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