

5Appendix A: Role Profiles

Role Profile

Identifying Data

Job Title: Director of Planning and Integration
Reports To: Director CPO
Location: MMUP

About CPO

The Central Planning Office (CPO) has been established to coordinate the complex, multi-billion dollar transport infrastructure programmes planned by the State of Qatar in order to meet its 2030 Vision, including its commitments to deliver the 2022 World Cup. This is a vital, high profile role which will ensure Qatar's transport infrastructure is truly world class.

A key objective of the CPO is to minimize disruption and Keep Doha Moving during the major construction works which must take place to deliver this infrastructure.

The Director of Planning and Integration will be an integral member of the CPO Team and this role will report directly to the Director CPO.

Job Summary

The Director of Planning and Integration is responsible for the provision of programme management and information management systems and services which enable the CPO to fulfil its objectives.

Responsibilities

- Effective management and interpretation of stakeholder information with analysis focused on identifying and mitigating conflicts and to efficiently disseminate to all parties concerned through the appropriate communication media
- Ensure the development and maintenance of a master programme schedule which may be used to support critical decision making and interface management.
- Facilitate and lead the development and maintenance of an integrated schedule of the logistical requirements (including all critical resources) of the transport programme, develop solutions to mitigate key risks and support the overall strategy to keep Doha moving during construction.
- Ensure the development of an integrated appraisal of costs, and an integrated risk management process to aid programme and cost analysis and to ensure that the CPO remains focused on, and prepared for, the most critical and likely risks to the delivery of its objectives.
- Development and Maintenance of key Information Management Systems Services in support of the primary CPO Objectives
- Development and maintenance of an over-arching master schedule
- Establish and maintain the CPO teams, ensuring that they are empowered to deliver its objectives efficiently and effectively
- Provide leadership on value management in support of project appraisal and support for stakeholders to whom value management may be an unfamiliar field.
- Work with the other Heads of departments in MMUP and external stakeholders, where appropriate, to develop and maintain the information technology necessary with which to execute the objectives of the CPO.
- Develop design and logistical options for key interface issues; propose strategies and policies for the Transportation Programme of works. Review and consider logistical implications of the combined stakeholder programmes and provide options to facilitate successful implementation.
- Approval of Key Deliverables, being those deliverables defined in the agreement, and submit them to the CPO Director for authorisation for formal issue.
- Identify the need for new roles within the department, agree and approve recruitment parameters.

Requirements

- **Degree qualified (preferable in a construction related discipline)**
- Chartered Professional
- **20 years post graduate experience**
- Extensive Capital Programme Management experience
- Extensive knowledge of all operational aspects of major transportation infrastructure projects with experience in project management, construction management and practice and the delivery of complex major projects
- A successful track record for delivering a full spectrum of services through the use of internal and external teams.
- Proven technical project management for integrated solutions and complex projects with the view to delivering strategic portfolio overview
- Natural leadership qualities and be excited by the opportunity to influence and create opportunities
- Proven experience in motivating and improving delivery quality within a team
- Proven experience in managing client relationships
- Capable of working within time and cost constraints and working on projects simultaneously within a portfolio environment
- Excellent report writing skills, experience of making presentations to and attending meetings with clients, stakeholders and contractors is essential.
- Be collaborative and able to work across regional and business boundaries
- Be focused on delivering to agreed objectives and standards
- Assert independent views and challenge when appropriate
- Challenge the status quo
- Ability to work well in a team environment
- Keen attention to detail
- Ability to work well under pressure in a demanding government lead organisation
- Ability to competently develop and maintain both internal and external relationships in an extremely demanding multi-cultural environment for a government lead organisation

Rewards and Benefits

TBC

Role Profile

Identifying Data

Job Title: Liaison Advisor – (Liaison Manager)
Reports to: Director of Planning and Integration
Primary Location: MMUP

About CPO

The Central Planning Office (CPO) has been established to coordinate the complex, multi-billion dollar transport infrastructure programmes planned by the State of Qatar in order to meet its 2030 Vision, including its commitments to deliver the 2022 World Cup. This is a vital, high profile role which will ensure Qatar's transport infrastructure is truly world class.

A key objective of the CPO is to minimize disruption and Keep Doha Moving during the major construction works which must take place to deliver this infrastructure.

The Liaison Advisor – (Liaison Manager) will be an integral member of the CPO Team and this role will report directly to the Director of Planning and Integration.

Job Summary

As part of our regional growth plans, we are currently looking for an experienced Liaison Advisor – (Liaison Manager) to work closely with the stakeholders of the Central Planning Office (CPO), based in Doha Qatar.

This is an excellent opportunity to be part of a team helping to ensure that Qatar achieves its ambitious targets.

Responsibilities

- Undertaking the coordination and stakeholder agreement. Ensuring that constant dialogue with all CPO Planning stakeholders is maintained in accordance with the approved Stakeholder Management Plan
- Assisting with Value Engineering Workshops, to study options for savings and concluding with a benefits analysis to justify recommendations.
- Ensuring that there is a clear and accurate flow of information channel between the CPO and Stakeholders in accordance with the Stakeholder Management Plan.

Requirements

- Experience in managing, planning and successfully delivering projects involving multiple stakeholders.
- Proven skills and experience in providing planning and team leadership;
- **Qualified to BSc, BEng, BA or equivalent;**
- Chartered status or equivalent;
- **Experienced Engineer** with a demonstrable track record on large multi-functional projects, ideally within urban and inter-urban environments;
- Sound working knowledge of project controls procedures;
- Drive for a successful delivery;
- Comfortable dealing with design issues and coordinating with other design disciplines;
- **15 years relevant industry experience;**
- A sound working knowledge of the latest design standards and codes;
- An ability to multi-task and be self-starting in new business environments;
- Excellent communication, relationship building and influencing skills; and

- Fluency in both English and Arabic would be advantageous.

Role Profile

Identifying Data

Job Title: Specialist Engineer – (Land Acquisition Manager)
Reports To: Advisor Liaison – (Liaison Manager)
Location: MMUP

The Specialist Engineer – (Land Acquisition Manager) will be an integral member of the CPO Team and this role will report directly to the Advisor Liaison – (Liaison Manager).

Job Summary

In order to support this a diverse and specialist team has been established and are working within the client's office to support the management of land acquisitions for the expressway programme. This is a critical programme directly related to the Qatar's Infrastructure programme for hosting the 2022 FIFA World Cup.

Responsibilities

- Attend weekly team and stakeholder meeting.
- Lead & drive in the review of land acquisitions request and documents in accordance with approved processes
- Work with CAD/GIS Analysts to produce required plans
- Accountable for data analysis, data collections and reporting to key stakeholders in CPO
- Liaising with government bodies to ensure procedures are successfully implemented
- Responsible for deliverables, and actions of the program processes.
- Ensure in monitoring and continuous tracking of target performance and provide results and reports to management team

Requirements

- Bachelor degree in relevant field (preferred)
- Minimum of 10 years' experience
- Minimum two years' experience of handling land acquisition processes in Qatar (preferred)
- Competent in Microsoft Office Packages (Outlook, Word, Excel, PowerPoint)
- Knowledge of land acquisition policies and procedures
- An understanding of infrastructure and public realm projects
- Ability to communicate verbally and in writing in English and Arabic (essential)
- Ability to work individually as well as on a team
- Excellent communication skills.
- Solid problem solving, decision-making, and creative thinking ability.
- Ability to manage processes, organize and analyse information.
- Confident and able to work well under pressure.
- Flexible approach to work and the ability to multi task
- Ability to work on own initiative or as a member of a team
- Strong interpersonal and communication skills

Rewards and Benefits

TBC

Job Title: Planning Advisor – (Planning Manager)
Reports to: Director of Planning and Integration
Primary Location: MMUP

The Planning Advisor – (Planning Manager) will be an integral member of the CPO Team and this role will report directly to the Director of Planning and Integration.

Job Summary

Due to the tremendous growth occurring in Qatar, we currently have an opportunity for a Planning Advisor - (Planning Manager) to work in a multidisciplinary team of designers and engineers within the Central Planning Office (CPO) of the Ministry of Municipality and Urban Planning. The work is strongly focused on public realm and transport infrastructure integration. The fast-paced work environment enables team members to work on a variety of projects. This is an ideal opportunity for an individual looking to lead high-profile planning projects critical to the success of Qatar.

Responsibilities

- Project management of large-scale projects involving multi-disciplinary teams.
- Management of the urban design and planning team.
- Be responsible for the management of projects to meet agreed budgets;
- Presenting projects to stakeholders and higher authorities.
- Conducting internal and stakeholder meetings. Establishing reporting protocols
- Global best practice research and formulation of results applicable to Qatar.
- Developing and maintaining the project master schedules
- Providing information, technical support and guidance to all members of the planning team.
- Other duties as requested from time to time.

Requirements

- Shall be qualified with a Bachelor of Science degree holder from an accredited internationally recognized institution or university.
- Must possess 15 years relevant experience and qualifications in major projects including Primavera Suite of programmes (P6)
- A minimum of 10 years of experience at management level in a dynamic project / programme environment preferably in the Middle East
- Must demonstrate senior client and stakeholder engagement
- Effective IT and communication skills in report writing, presentations and holding effective conversations
- Must demonstrate excellent managerial and team building skills.
- Be resilient with a “can do” attitude and able to work under pressure
- Must have excellent interpersonal skills and collaborative approach with both internal teams and external stakeholders Be focused on delivering to agreed objectives and standards
- Excellent written and oral capability with the ability to explain and present concepts powerfully.
- Needs to be well organised and be able to work independently and with a team.
- Experience in project management and business development.
- Assert independent views and challenge when appropriate
- Willing to challenge the status quo

Job Title: Planning Expert – (Head of Urban Planner)
Reports to: Planning Advisor – (Planning Manager)
Primary Location: MMUP

The Planning Expert – (Head of Urban Planner) will be an integral member of the CPO Team and this role will report directly to the Planning Advisor – (Planning Manager).

Job Summary

Participate and assist in the research, preparation, review and development of planning documentation and studies including presentations, written reports and maps. Ability to convey planning concepts and solutions to clients and others. Work with CPO staff in the production of planning information for use in option development, coordination & integration functions. Assist with the development of the interface register portal planning contents review. Provide support to team leaders in developing and conveying planning principles and concepts. Assist in managing and developing the urban planning team in the CPO. Manage and provide planning advice for urban planning projects including strategic planning studies. Provide urban planning services to external and internal clients.

Responsibilities

- Manage and lead in the review and research of planning documentation and studies and attend meetings where necessary to support the planning team activities.
- Participate attend, or represent the planning team in joint working groups and other internal and external meetings when necessary.
- Ensure consistency in the application and communication of planning principles in line with CPO's planning objectives.
- Manage and oversee agreed planning tasks and activities.
- Review and manage and ensure consistency in the maintenance and updating of the database of planning projects in Qatar.
- Maintain minutes of meetings and notes as required by the team leader.
- Provide the planning input and interface with other CPO members
- Manage and lead CPO planning tasks and activities.
- Prepare presentations and provide planning advice to CPO technical teams and stakeholders when necessary.

Requirements

- Degree or postgraduate qualification in urban planning.
- Professional institute membership in RTPI, AIP or other national equivalent.
- 12 years' experience in urban planning projects.
- Experience in managing, planning and successfully delivering projects involving multiple stakeholders.
- Excellent IT and communications skills in report writing and presentations, with the ability to explain and present concepts powerfully.
- Be very comfortable with core skill set of urban planning skills.
- Have extensive experience in project management.
- Demonstrate good management and team building skills.
- Ability to solve problems by thinking laterally.
- Able to be flexible and to work under pressure.
- Be collaborative with good interpersonal skills and a client focus.
- Be focused on delivering to agreed objectives and standards.
- Assert independent views and challenge when appropriate.
- Have excellent organisation skills and ability to work independently, and with a team.

Job Title: Planning Expert – (Planning Advisor)
Reports to: Planning Advisor – (Planning Manager)
Primary Location: MMUP

About CPO

The Planning Expert – (Planning Advisor) will be an integral member of the CPO Team and this role will report directly to the Planning Advisor – (Planning Manager).

Job Summary

The Central Planning Office (CPO) of the Ministry of Municipality and Urban Planning (MMUP) is tasked with overview of the construction logistics planning for Qatar wide transportation and infrastructure projects. The Expert Planning - (Planning Advisor) role will be to provide expert assessment of logistics planning to ensure conformity with project demands and to overview best practice; review and lead strategic and operational processes; co-ordination and integrating logistics delivery across multiple project stakeholders. The prime purpose to “Keep Doha Moving”, whilst meeting extremely complex and demanding project constraints.

We are currently seeking a self-driven and capable Expert Planning - (Planning Advisor) to be based in Qatar – Doha.

Responsibilities

- Overview and development of strategic planning processes for successful project delivery and in delivering “best practice” to meet and exceed client expectations
- Implementing the methodology to improve our client's function - being focused on business, industry and functional consulting
- Taking part in the development of planning concepts and methodology
- Participating in the success of the business unit by detecting needs, building the “best solution” with the manager, training the team and the clients in your expertise area
- Other duties as requested from time to time.

Requirements

- Degree or Postgraduate qualification in Urban Planning
- Professional Engineer or Chartered status
- 12 years solid experience in a construction environment (contractor or consultancy or equivalent domains),
- Experience in the Middle East preferable
- Experience in urban planning and/or urban design projects with demonstrated results.
- Ability to convey planning concepts and solutions to a multi-disciplinary team, stakeholders and higher authorities via oral presentations, written reports, maps and drawings.
- Able to demonstrate experience of large scale or complex projects and development of effective strategies to meet time, cost, quality constraints and in ensuring project deliverables are continuously met
- Team leader, able to manage teams of technical specialists
- Development of technical proposals into effective operational systems
- Must have excellent interpersonal skills and collaborative approach with both internal teams and external stakeholders.
- Must be able to work in a multicultural team and manage challenging stakeholder relationships.
- Excellent written and oral capability with the ability to explain and present concepts powerfully.
- Needs to be well organised and be able to work independently and with a team.
- Experience in project management and business development.
- Must have a high level of comfort with the individual's core skill set in Urban & Regional Planning/ Urban Design.
- Rigorous, dynamic and autonomous

- A self-starter who needs minimal supervision to fulfil their primary role & responsibilities
- A lateral thinker who can visualize constraints and develop innovative solutions to exceptional demands
- An enthusiastic team player
- Extremely personable & who can be sensitive to other cultural needs and their requirements
- Highly driven & self-motivated
- Ability to be discrete if handling sensitive documentation or material
- Utmost levels of honesty & integrity
- Willingness to remain flexible and adapt according to change

Job Title: Planning Specialist – (Master Planning Advisor)
Reports to: Expert Planning – (Planning Advisor)
Primary Location: MMUP

About CPO

The Planning Specialist – (Master Planning Advisor) will be an integral member of the CPO Team and this role will report directly to the Expert Planning – (Planning Advisor).

Job Summary

Participate and lead in the research, preparation, review and development of urban design documentation and studies including presentations, written reports, maps and drawings. Convey urban design concepts and solutions to clients and others. Work with CPO staff in the production of urban design information for use in option development, coordination & integration functions. To review and advise on the integrated transport, infrastructure and design related development opportunities and impacts within the urban realm to achieve a sustainable world class urban environment for Doha.

Responsibilities

- Manage and lead in the review and research of urban design documentation and studies and attend meetings where necessary to support the planning team activities.
- Participate attend, or represent the planning team in joint working groups and other internal and external meetings when necessary.
- Ensure consistency in the application and communication of urban design principles in line with CPO's planning objectives.
- Manage, oversee and ensure consistency in the review and development of urban integration plans and associated metro work.
- Manage and lead agreed CPO urban design tasks and activities.
- Maintain minutes of meetings and notes as required by the team leader.
- Prepare presentations and provide urban design advice to CPO technical teams and stakeholders when necessary.
- Provide specialist urban design advice and principles for: urban design standards and guidelines, master planning, urban transport integration and transit orientated development services to external and internal clients.
- Develop and manage scopes of work and task orders for the client, when necessary for specific projects in line with CPO procedures.
- Conduct staff performance development review's (PDR) when required.
- Receive reports from urban design and urban realm CPO personnel within the planning team.
- Interface with CPO and MMUP staff and external stakeholders where relevant.

Requirements

- Degree or postgraduate qualification in urban design.
- Professional institute membership of RTPI, AIP or other national equivalent.
- Minimum of 10 years' experience in managing, leading and delivering urban design projects.

- Experience in managing, planning and successfully delivering urban design projects involving multiple stakeholders.
- Excellent communications skills in report writing and presentations, with the ability to explain and present concepts powerfully.
- Effective IT graphic skills including power point.
- Be very comfortable with core urban design skill set.
- Must demonstrate excellent managerial and team building skills.
- Ability to solve problems by thinking laterally and understand the needs and requirements to provide design solutions in a developing country.
- Be able to work in a multicultural team and manage challenging multicultural client relationships.
- Be resilient and flexible and able to work under pressure within tight deadlines.
- Be collaborative with excellent interpersonal skills and a customer focus etc.
- Be focused on delivering to agreed objectives and standards.
- Be very comfortable with the core of his skill set in urban realm.
- Assert independent views and challenge when appropriate.
- Have excellent organisation skills and ability to work independent and with a team.

Job Title: Planning Technician – (Master Planner)
Reports to: Specialist Planning– (Master Planning Specialist)
Primary Location: MMUP

About CPO

The Planning Technician – (Master Planner) will be an integral member of the CPO Team and this role will report directly to the Planning Specialist – (Master Planning Specialist).

Job Summary

Participate in the research, preparation, review and development of urban design documentation and studies including presentations, written reports, maps and drawings. Convey urban design concepts and solutions to clients and others. Work with CPO staff in the production of urban design information for use in option development, coordination & integration functions. To review and advise on the integrated transport, infrastructure and design related development opportunities and impacts within the urban realm to achieve a sustainable world class urban environment for Doha.

Responsibilities

- Review and research of urban design documentation and studies and attend meetings where necessary to support the planning team activities.
- Participate attend, or represent the planning team in joint working groups and other internal and external meetings when necessary.
- Ensure consistency in the application and communication of urban design principles in line with CPO's planning objectives.
- Ensure consistency in the review and development of urban integration plans and associated metro work.
- Maintain minutes of meetings and notes as required.
- Prepare presentations and provide urban design advice to CPO technical teams and stakeholders when necessary.
- Provide specialist urban design advice and principles for: urban design standards and guidelines, master planning, urban transport integration and transit orientated development services to external and internal clients.
- Prepare and execute scopes of work and task orders for the client, when necessary for specific projects in line with CPO procedures.
- Receive reports from urban design and urban realm CPO personnel within the planning team.

- Interface with CPO and MMUP staff and external stakeholders where relevant.

Requirements

- Degree or postgraduate qualification in urban design.
- Professional institute membership of RTPI, AIP or other national equivalent.
- Minimum of 5 years' experience in delivering urban design projects.
- Excellent communications skills in report writing and presentations, with the ability to explain and present concepts powerfully.
- Effective IT graphic skills including power point.
- Be very comfortable with core urban design skill set.
- Must demonstrate excellent managerial and team building skills.
- Ability to solve problems by thinking laterally and understand the needs and requirements to provide design solutions in a developing country.
- Must be able to work in a multicultural team and manage challenging multicultural client relationships.
- Must be resilient and flexible and able to work under pressure within tight deadlines.
- Be collaborative with excellent interpersonal skills and a customer focus etc.
- Be focused on delivering to agreed objectives and standards.
- Be very comfortable with the core of his skill set in urban realm.
- Assert independent views and challenge when appropriate.
- Have excellent organisation skills and ability to work independent and with a team.

Job Title: Special Projects Advisor – (Special Projects Portfolio Manager)
Reports to: Director of Planning and Integration
Primary Location: MMUP

About CPO

The Special Projects Advisor – (Special Projects Portfolio Manager) will be an integral member of the CPO Team and this role will report directly to the Director of Planning and Integration.

Job Summary

The Portfolio Management Group is responsible for analysing and recommending changes to a portfolio of construction projects. This role involves providing analysis and recommendation to the Group and a pro-active approach to the gathering of information to support that analysis.

Responsibilities

- Assessing whether programmes fit within the portfolio.
- Supporting the process of project prioritisation, approval and initiation, using the appraisal guidelines.
- Portfolio level planning and reporting.
- Supporting assessment of individual programmes for data accuracy.
- Providing a quality assurance role ensuring that programme plans adhere to appropriate standards and good practice.
- Providing business analysis input and managing the provision of business analysis services.
- The post holder may also be asked to undertake other duties outside of this description that are commensurate with their grade and experience.

Requirements

- A quantitative degree and a formal project / programme management qualification
- Minimum of 15 years related experience ideally in a similar environment (such as Central Government or Blue Chip organisations)
- Proven influence and communicator with stakeholders at all levels
- Project and programme management: Will be qualified in or have proven experience using recognised project management methods
- Risk management: Experienced in the identification, assessment and management of project risks
- Business analysis: Proven competency in business analysis, requirements definition and business case production
- Delivering results: ability to plan and organise self and work in order to achieve objectives and targets. Is determined to deliver outcomes and is able to overcome obstacles in order to move forward. Accountable for the delivery of outcomes
- Forward thinking: has a flexible approach to change, is able to work effectively in a variety of situations, seeks improvements and looks to the future.
- Communication: strong written and presentational skills; ability to clearly communicate complex messages to a variety of audiences including senior management and the Board
- Influencing and negotiating: has the confidence and gravitas to influence and challenge at executive / board level
- Working with others: ability to work effectively with colleagues, managers, suppliers and stakeholders. Understands the importance of developing effective partnership relationships with key stakeholders
- Government: Experience of relevant public sector standards and approaches is highly desirable
- This is a core-team role, requiring full-time commitment.
- The post holder must be able to live or work in Qatar subject to the usual immigration regulations.
- Residence in Qatar is required.

Job Title: Contracts Expert - (Contracts Manager)
Reports to: Special Projects Advisor – (Special Projects Portfolio Manager)
Primary Location: MMUP

About CPO

The Contracts Expert – (Contracts Manager) will be an integral member of the CPO Team and this role will report directly to the Special Projects Advisor – (Special Projects Portfolio Manager).

Job Summary

Working within a team of cost consultants preparing construction cost estimates for infrastructure projects that will include, road, rail and utility projects.

Responsibilities

- Measurement of material quantities from soft and hard copy design data
- Preparation of bills of quantity
- Maintain up to date schedules of all produced estimates and record periodic updates
- Produce variance analysis where design updates have changed estimated costs
- Updating Qatar rail cost models
- Managing a team of surveyors and being responsible for agreeing a business plan
- Carrying out team performance and development reviews (PDR's)

- Manage relationships with internal and external stakeholders

Requirements

- Degree qualified or equivalent, preferably chartered
- Pre and Post contract infrastructure experience
- 12 years' experience required
- Experience in preparation of bills of quantity based on CESMM3
- Ability to travel frequently within the Middle East
- An appreciation of FIDIC forms of contract is desirable
- Previous Middle East experience is desirable
- Be resilient with a “can do” attitude and able to work under pressure
- Be collaborative and able to work across regional and business boundaries
- Be focused on delivering to agreed objectives and standards
- Assert independent views and challenge when appropriate
- Challenge the status quo

Job Title: Expert Project Manager – (IWAC Project Manager)
Reports to: Advisor Special Projects – (Special Projects Manager)
Primary Location: MMUP

About CPO

The Expert Project Manager – (IWAC Project Manager) will be an integral member of the CPO Team and this role will report directly to the Advisor Special Projects – (Special Projects Manager).

Job Summary

The role of the Expert Project Manager – (IWAC Project Manager) has seen the establishment of a large project team that requires significant management project management.

The Expert Project Manager – (IWAC Project Manager) will be responsible for developing control documents, plans of work, resource plans, periodic reports and identification of change. This role will be carried out on behalf of each programme of work performed by the CPO.

Responsibilities

The Expert Project Manager – (IWAC Project Manager) will be required to support and internally co-ordinate the following activities.

- Maintain control documents of the Project Management Plan for each IWAC programme of work. Set out how each programme of work will be defined and delivered and will be cross-referenced to all generic Project Management Plan systems and processes.
- Maintain the resource plan showing current and planned allocations of individual team members ensuring that mobilisations and demobilisations occur to plan. The resource plan will correlate to the plan of work.
- Periodic reporting will be produced to demonstrate the performance of each programme of work. This reporting will show the progress of key activities, deliverables produced each period, risks and constraints to performance and forthcoming key activities.

- Identification of variance from planned scope that would constitute a change, preparing a summary of required scope, plan of work and planned resources for review.
- A comprehensive set of records to ensure that each programme of work is capable of withstanding external audit
- Working to and adhering to planned and structured process
- Producing technical excellence
- Effective and efficient utilisation of resources.
- Ability to build and maintain relationships with stakeholders across various levels
- Demonstrate credibility and represent the CPO at senior level
- Proactive mind set and able to use own initiative to finalise tasks
- Ability to be discrete if handling sensitive documentation or material
- Willingness to be flexible / resilient and adapt according to change
- Ability to work autonomously with minimal supervision

Requirements

- **Bachelor's degree with 12 years of experience required**
- Demonstrable technical knowledge of transport infrastructure and the built environment
- Logical and structured approach to planning tasks for each programme of work
- Demonstrable ability to liaise with colleagues and extract data in order to perform the required tasks
- Able to effectively document and control processes
- Able to effectively communicate and report to varying audiences using various tools
- Must be fluent in English – both written and verbal
- Experience in the Middle East is desirable
- Ability to use Microsoft Project

Job Title: Engineer Land Acquisition – (Land Acquisition)
Reports To: Expert Project Manager – (IWAC Project Manager)
Location: MMUP

About CPO

The Engineer Land Acquisition – (Land Acquisition) will be an integral member of the CPO Team and this role will report directly to the Expert Project Manager – (IWAC Project Manager).

Job Summary

In order to support this a diverse and specialist team has been established and are working within the client's office to support the management of land acquisitions for the expressway programme. This is a critical programme directly related to the Qatar's Infrastructure programme for hosting the 2022 FIFA World Cup.

Responsibilities

- Attend weekly team and stakeholder meeting.
- Lead & Drive in the review of land acquisitions request and documents in accordance with approved processes
- Work with CAD/GIS Analysts to produce required plans
- Drive in data analysis, data collections and reporting
- Liaising with government bodies to ensure procedures are successfully implemented
- Drive in the follow-up of deliverables, and actions of the program processes.

- Ensure in monitoring and continuous tracking of target performance and provide results and reports to management team

Requirements

- Bachelor degree in relevant field (preferred)
- Minimum of 7 years' experience
- Minimum two years' experience of handling land acquisition processes in Qatar (preferred)
- Competent in Microsoft Office Packages (Outlook, Word, Excel, PowerPoint)
- Knowledge of land acquisition policies and procedures
- An understanding of infrastructure and public realm projects
- Ability to communicate verbally and in writing in English and Arabic (essential)
- Ability to work individually as well as on a team
- Excellent communication skills.
- Solid problem solving, decision-making, and creative thinking ability.
- Ability to manage processes, organize and analyse information.
- Confident and able to work well under pressure.
- Flexible approach to work and the ability to multi task
- Ability to work on own initiative or as a member of a team
- Strong interpersonal and communication skills

JD's Part 2

Job Title: GIS Expert
Primary Location: MMUP

Job Summary

The role of the GIS Expert is take responsibility for the GIS team which provides a range of services from data acquisition, spatial analysis, information and data management, to integration with other computer based applications.

Responsibilities

The GIS Expert will be required to support and internally co-ordinate the following activities.

- Develop and implement GIS standards and specifications.
- Responsible for the integrity, validity and quality assurance of generated data.
- Identify, promote and advise on GIS & integrated solutions.
- Manage and delegate tasks.
- Supervise and strengthen the skills of the team.
- Coordinate with the other teams for development and maintenance applications.
- Data coordination with the CAD Team on GIS/CAD interoperability.
- Lead on the delivery of discrete projects.
- Spatial and temporal analysis of data.
- Prepare plans & present data via appropriate media.

Requirements

- A minimum of 12 years GIS experience in a professional environment.
- A member of a GIS related professional body.

- Experience of working in a multi-disciplined environment delivering enterprise wide GIS solutions and services to high standards.
- Experience in managing a team of GIS professional consultants and analysts.
- Proven experience of delivering to deadlines within pressurised environments.
- Experience of working with and controlling a large number of evolving datasets.
- Experience and knowledge of ESRI ArcGIS software.
- Experience and knowledge in ArcGIS Extensions - 3D, Spatial, Network and Tracking Analyst.
- Experienced in the creation and use of data in various GIS formats.
- Experience using FME Desktop and Server.
- Experience using AutoCAD software (including Civil 3D and Map).
- Experience of desk top and web based GIS solution development and delivery.
- Understanding of spatial data formats.
- Understanding of spatial reference systems.
- Knowledge of CAD / GIS interoperability.
- Proficient in the use of the Microsoft Office suite of applications.
- Good communicator in the English language, both written and verbal, and with colleagues and clients.

Job Title: Highways Expert
Primary Location: MMUP

Job Summary

The role of the Highway Expert is to provide a range of services from examination of Highway scheme prioritisation, interface identification and management, and in the preparation of holistic traffic management strategies required as part of the overall “Keeping Doha Moving” strategy.

Responsibilities

The Highways Expert will be required to support and internally co-ordinate the following activities.

- Strategic review of highway schemes against 2030 objectives and imminent priorities with recommendations for modifications where necessary;
- Recommendations as to scheduling of scheme construction in order to align with other infrastructure programmes;
- Identification, management and prioritisation of interfaces between infrastructure programmes, with regular liaison with the Interface team to ensure all interfaces are captured and tracked to close-out.
- Review of constructability issues at scheme interfaces, including temporary traffic management (TTM) requirements;
- Provision of strategic advice regarding contractual and technical mechanisms which may assist in simplifying construction interfaces (eg Entrusted Works, stipulation of contract milestones, etc).
- Provision of strategic advice as to holistic TTM solutions, and liaison with the Transportation team regarding strategic modelling of proposed TTM strategies.
- Ongoing review and recommendations as to any short-term interim roadway improvements that may be required to enable TTM and/or enhance existing roadway capacity.
- Provision of highways related advice in ongoing review of interfaces and development of solutions;
- Provision of highways advice in ongoing review of Urban Integration Plans prepared by Qatar Rail.
- Represent the CPO at stakeholder meetings, workshops and Joint Working Group
- Manage the highways team and arrange additional recruitment as necessary

Requirements

- A minimum of 12 years related experience in a professional environment.
- A member of a Highways related professional body.
- Multidiscipline infrastructure experience, including Design and Construction;
- Proven success in project and design management roles on transportation and mixed-use infrastructure projects;
- Experience in planning, managing and successfully delivering on projects involving numerous stakeholders;
- Experience of working in a multi-disciplined environment delivering solutions and services to high standards.
- Experience in managing a team of professional consultants and analysts.
- Proven experience of delivering to deadlines within pressurised environments.
- Proficient in the use of the Microsoft Office suite of applications.
- Good communicator in the English language, both written and verbal, and with colleagues and clients.

Job Title: Integration Advisor

Primary Location: MMUP

Job Summary

The role of the Integration Advisor is to:

- Advise on interfaces between rail / metro, highways, utilities, 2022 facilities, major buildings and other planned infrastructure projects;
- identify and recommend conflict resolution at the planning, design and construction stages of projects to sequence work in the best interests of the State of Qatar,

All to be consistent with the Qatar National Vision 2030

Responsibilities

The Integration Advisor will be required to support and internally co-ordinate the following activities.

- Lead the CPO's role in interface identification and resolution.
- Set resolution strategies with all discipline managers within CPO.
- Production and maintenance of the interface register.
- Represent the CPO at stakeholder meetings, workshops and Joint Working Groups.
- Manage the integration team and arrange additional recruitment as necessary.
- Day-to-day liaison with all technical services managers.
- Meetings with key stakeholders as needed.
- Represent CPO at senior stakeholder meetings and make recommendations.
- Define best solutions for conflict resolution based on input from stakeholders and CPO technical teams.

Requirements

- In excess of 15 year's international experience in rail, metro, highway, buildings and other major infrastructure projects.

- Proven success in project management, design and construction management roles on transportation and major infrastructure projects.
- Wide experience in planning, managing and successfully delivering projects involving numerous stakeholders in city centre locations.
- Effective communication skills in a multi-national professional environment. Understanding of stakeholder roles and responsibilities.
- Assert independent views and innovative solutions where appropriate.
- Be collaborative and able to work across all disciplines and organisations
- Build team spirit and work together to deliver desired results

Job Title: Portfolio Management Expert
Primary Location: MMUP

Job Summary

The role of the Portfolio Management Expert is to take responsibility for analysing and recommending changes to a portfolio of construction projects. This role involves providing analysis and recommendation to the Group responsible for Portfolio Management and provide a pro-active approach to the gathering of information to support that analysis.

Responsibilities

The Portfolio Management Expert will be required to support and internally co-ordinate the following activities.

- Assessing whether programmes fit within the portfolio.
- Supporting the process of project prioritisation, approval and initiation, using the appraisal guidelines.
- Portfolio level planning and reporting.
- Supporting assessment of individual programmes for data accuracy.
- Providing a quality assurance role ensuring that programme plans adhere to appropriate standards and good practice.
- Providing business analysis input and managing the provision of business analysis services.

Requirements

- A quantitative degree and a formal project / programme management qualification
- Minimum of **12 years related experience** ideally in a similar environment
- Proven influence and communicator with stakeholders at all levels
- Project and programme management: Will be qualified in or have proven experience using recognised project management methods
- Experienced in the identification, assessment and management of project risks
- Proven competency in business analysis, requirements definition and business case production
- Ability to plan and organise self and work in order to achieve objectives and targets.
- Determined to deliver outcomes and able to overcome obstacles in order to move forward.
- Accountable for the delivery of outcomes
- Has a flexible approach to change, is able to work effectively in a variety of situations, seeks improvements and looks to the future.
- Strong written and presentational skills; ability to clearly communicate complex messages to a variety of audiences including senior management and the Board
- Has the confidence and gravitas to influence and challenge at executive / board level

- Ability to work effectively with colleagues, managers, suppliers and stakeholders.
- Understands the importance of developing effective partnership relationships with key stakeholders
- Experience of relevant public sector standards and approaches is highly desirable

Job Title: Program Assurance Expert

Primary Location: MMUP

Job Summary

The role of the Program Assurance Expert is to take responsibility for managing the Master Project Schedules (MPS) of all relevant Qatar National Vision 2030 and FIFA World Cup 2022 interim milestone's transportation and stadia-related projects by participating as a proactive leader of program assurance team members.

Responsibilities

The Program Assurance Expert will be required to support and internally co-ordinate the following activities.

- Direct scheduling team members, coordinate with other department staff and stakeholders for schedule, cost, and resources' baseline and updated information.
- Determine and analyse both schedule and cost variances between baseline and updated schedule periodically.
- Propose mitigating plans for eliminate or minimize the negative impact to stakeholders.
- Perform administrative and construction support functions by participating in management team meetings, advise direct supervisor regarding issues affecting execution and completion of capital projects, provide input to the performance evaluations of project team members, and coordinate with operations to ensure capital project accomplish their objectives.
- Representing CPO by attending and/or making presentations at meeting, organizing and/or leading meeting or discussing on issues, providing feedback on all incoming and on-going capital projects, coordinating with other departments ensuring smooth cooperating within CPO Stakeholders, and Consultants.

Requirements

- A minimum of 12 years of experience in the combination of project management, construction management, project controls or planning and administration of the construction of metro, rail transit, expressway, local road & drainage, stadia, ports, hospital facilities, school, and related utilities system including at least 5 years of supervisory experience.
- A minimum of 10 years of hands-on experience of operation of primavera software with large scale construction projects.
- Project and construction management including control principles and systems
- Primavera P6 software experience and able to demonstrate skills and train staff effectively
- Risk analysis and management
- Detailed Procurement, Pre-Construction, and Construction project scheduling practice, principle, and analysis
- Advanced Critical Path Method (CPM) schedule and analysis skills
- Experience of cost estimate, cost allocation, cost forecast, and cash flow
- Experience in resource estimating, allocation, levelling, and forecasting, etc.
- Ability to standardise project reports to monitor schedule progress, expenditures, resources usage, and variances
- Experience in forecasting and trend analysis methodology, required for updating project schedules and estimates
- Knowledge of construction claim avoidance and claim resolution techniques

- Experience in project life cycle of conceptualization, planning, execution, controlling, monitoring, and closing

Job Title: Rail Expert
Primary Location: MMUP

Job Summary

The role of the Rail Expert is to take responsibility for the rail / metro work undertaken by CPO to inform, advise and direct project stakeholders in the development and impact of the Qatar Integrated Railway Projects in line with the overall goals of the State of Qatar.

Responsibilities

The Rail Expert will be required to support and internally co-ordinate the following activities.

- Identify and follow-up issues affecting the railway design, construction and operation
- Lead the CPO's review of the urban integration plans for railway facilities
- Represent the CPO at stakeholder meetings, workshops and Joint Working Group
- Provide rail related input to assist in the identification and resolution of issues
- Manage the rail team and arrange additional recruitment as necessary
- Meetings with key stakeholders as needed
- Ad-hoc meetings and discussions with rail team and individual staff as necessary
- Represent CPO at senior stakeholder meetings and make recommendations

Requirements

- A minimum of 12 years related experience in a professional environment.
- Rail experience gained from involvement on previous new-build metro projects
- Proven success in project and design management roles on transportation projects
- Experience in planning, managing and successfully delivering on projects involving numerous stakeholders
- Effective IT and communication skills in report writing, presentations and holding effective conversations
- Be focused on delivering to agreed objectives and standards
- Assert independent views and challenge when appropriate
- Be collaborative and able to work across boundaries
- Build team spirit and work together to deliver desired results

Job Title: Traffic Expert
Primary Location: MMUP

Job Summary

The role of the Traffic Expert is ensure that the CPO meets its objectives with respect to transport strategy, in terms of developing efficient and effective multi-modal transport infrastructure and Temporary Traffic Management Schemes to ensure efficient traffic operation.

Responsibilities

The Traffic Expert will be required to support and internally co-ordinate the following activities.

- Take a key role to play in external stakeholder liaison including ministerial, agency, business and public relations.
- Represent the Traffic Engineering team through attendance of internal meetings within CPO and meetings with external organisations / stakeholders.
- Be responsible for supporting the strategic positioning, operational success and future development of the Traffic Engineering Team.
- Carry out and monitor Traffic Engineering work tasks.
- Communicate with key external stakeholders with regards to all aspects of transport planning, traffic engineering and modelling in terms of the wider planned infrastructure interfaces and projects.
- Monitor and oversee work being carried out by subordinate members of the Traffic Engineering team. To support and guide work being undertaken by these members of staff.
- Monitor programme and technical aspects relating to the Traffic Engineering work task.
- Provide expert advice and guidance to staff in the development and delivery of key team products and to support their personal and professional development.
- Supervise various Traffic Engineering related work tasks.
- Advise on international best practice and strategies.
- Develop a good understanding of Qatar National Vision 2030.
- Obtain a good understanding of the operation of the existing transport infrastructure.
- Obtain a good understanding of the planned transport infrastructure.

Requirements

- Bachelor Degree in related field such as Transport Planning / Civil Engineering (Essential).
- Master's Degree with a focus on Transport Planning (Desirable).
- Minimum 12 years of experience in Transport Planning / Traffic Engineering profession (experience in the Middle East is preferred).
- Significant experience in transport planning and traffic engineering
- Major projects, project management experience
- Good understanding of traffic models
- Good understanding of multi-modal transport planning
- Strong technical knowledge of transport related design standards, such as DRMB, Chapter 8 Traffic Signs Manual, Qatar Highway Design Manual, etc.
- Adaptable to changing circumstances.
- Strong communication and presentation skills.
- Excellent written skills.
- Commercial and confidentiality awareness.
- Strong in Project Management / Resource Planning.
- Good communication skills.
- Ensures programme accountability.

Job Title: Urban Design Advisor
Primary Location: MMUP

Job Summary

The role of the Urban Design Advisor is to lead in the research, preparation, review and development of urban design documentation and studies including presentations, written reports, maps and drawings.

Responsibilities

The Urban Design Advisor will be required to support and internally co-ordinate the following activities.

- Convey urban design concepts and solutions to clients and others.
- Work with MMUP staff in the production of urban design information for use in option development, coordination & integration functions.
- Provide support to team members in developing and conveying urban design principles and concepts.
- Review and advise on the integrated transport, infrastructure and design related development opportunities and impacts within the urban realm to achieve a sustainable world class urban environment for Doha.
- Manage and lead in the review and research of urban design documentation and studies and attend meetings where necessary to support the planning team activities.
- Ensure consistency in the application and communication of urban design principles in line with CPO's planning objectives.
- Manage, oversee and ensure consistency in the review and development of urban integration plans and associated metro work.
- Manage and lead agreed CPO urban design tasks and activities.
- Prepare presentations and provide urban design advice to CPO technical teams and stakeholders when necessary.
- Provide specialist urban design advice and principles for urban design standards and guidelines, master planning, urban transport integration and transit orientated development services to external and internal clients.

Requirements

- Degree or postgraduate qualification in urban design.
- Professional institute membership of RTPI, AIP or other national equivalent.
- Minimum of **15 years' experience** in managing, leading and delivering urban design projects.
- Experience in managing, planning and successfully delivering urban design projects involving multiple stakeholders.
- Excellent communications skills in report writing and presentations, with the ability to explain and present concepts powerfully.
- Effective IT graphic skills including power point.
- Must demonstrate excellent managerial and team building skills.
- Ability to solve problems by thinking laterally and understand the needs and requirements to provide design solutions in a developing country.
- Be able to work in a multicultural team and manage challenging multicultural client relationships.
- Be resilient and flexible and able to work under pressure within tight deadlines.
- Be collaborative with excellent interpersonal skills and a customer focus etc.
- Be focused on delivering to agreed objectives and standards.
- Be very comfortable with the core of his skill set in urban realm.
- Assert independent views and challenge when appropriate.
- Have excellent organisation skills and ability to work independent and with a team.

Job Title: Utilities Expert
Primary Location: MMUP

Job Summary

The role of the Utilities Expert is to manage the Utilities team in the ongoing examination of Utility scheme prioritisation, interface identification and management, and in the preparation of holistic utility strategies

Responsibilities

The Utilities Expert will be required to support and internally co-ordinate the following activities.

- Strategic review of utility infrastructure schemes against 2030 objectives and imminent priorities with recommendations for modifications where necessary;
- Recommendations as to scheduling of scheme construction in order to align with other infrastructure programmes;
- Identification, management and prioritisation of interfaces between infrastructure programmes, with regular liaison with the Interface team to ensure all interfaces are captured and tracked to close-out.
- Review of constructability issues at scheme interfaces, including 'dig once' initiatives;
- Provision of strategic advice regarding contractual and technical mechanisms which may assist in simplifying construction interfaces (eg Entrusted Works, stipulation of contract milestones, etc).
- Provision of utilities related advice in ongoing review of interfaces and development of solutions;
- Develop initiatives to improve current utility infrastructure design and approval practices
- Represent the CPO at stakeholder meetings, workshops and Utility Diversion Working Group
- Manage the utilities team and arrange additional recruitment as necessary
- Represent CPO at senior stakeholder meetings and make recommendations

Requirements

- Degree or postgraduate qualification in Engineering or Planning.
- Minimum of 12 years' experience related to Utilities
- Multidiscipline infrastructure experience, including Design and Construction;
- Proven success in project and design management roles on multi-discipline infrastructure projects;
- Experience in planning, managing and successfully delivering on projects involving numerous stakeholders;
- Effective IT and communication skills in report writing, presentations and holding effective conversations.
- Be focused on delivering to agreed objectives and standards
- Assert independent views and challenge when appropriate
- Be collaborative and able to work across boundaries
- Build team spirit and work together to deliver desired results

Appendix C: Proposed Organisational Structure

