



## Project Manager – Systems Integration

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### POSITION DESCRIPTION

Position Title	: Project Manager
Department	: System Integration
Reporting To	: Head of Systems Integration
Subordinates	: Project teams, Senior Engineers, Engineers, Technicians, and freelance staff.
Grade	: B
Date Prepared	: July 2022
Contract Period	: Permanent

### HOURS OF WORK

Normal office hours are 09.00 am to 6.00 pm, Monday to Friday. However, you will be expected to work such hours as may be necessary to enable the proper performance and discharge of your duties to the Company. It is expected that your role will require out-of-hours work during weekends and evenings and this will be compensated with time off in Lieu or remuneration dependent on the line manager's approval.

### BACKGROUND

CTME LLC is a company that is renowned for and specialises in LED screen and Projection systems, CTME intends to broaden its offering to full service to complement the delivery of a wide range of activities and projects across the Middle East region. The core business is Live Events; however, the company has several revenue streams which means it also delivers System Integration Projects, provides Venue services, Communications, Full-service Delivery, Virtual reality projects and undertakes Sporting Event Perimeter screen management. The company has grown substantially and is constantly diversifying into other areas of business. The staff at CTME are expected to be proactive, adaptable to change and enjoy being part of a successful developing business.

### JOB PURPOSE

As Project Manager, the purpose of the role is to be the main company representative to manage the project delivery process from appointment to completion ensuring all contractual obligations are fulfilled. Also be the main point of contact for the client, design team, contractors, and installation team throughout the project lifecycle. The Project Manager will also offer support to the wider SI team in the designing of AV solutions and packages including labour allocation and costing.

Duties will include:

- Liaison with Business development and support for bids/proposals
- Attendance on site for project meetings
- Management of all project Budgets
- Ownership and development of documents required for submissions, BOQ's Costings, Quality Plans, Environmental plans, Sustainability plans, Health, and safety etc.
- To provide critical on-site support and decision making to both the design team and contractors
- Resource management for projects, crewing, logistics etc.
- Maintain technical standards, best practices, process, and document control to support all aspects of projects.
- Ownership and development of documents required for submissions, BOQ's Costings, Quality Plans, Environmental plans, Sustainability plans, Health, and safety etc.
- To provide critical on-site support and decision making to both the design team and contractors
- Resource management for projects, crewing, logistics etc.
- To be Project lead on assigned projects
- To actively support CTME on locating and securing new projects within the region



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- To actively support the company in retaining ISO standards achieved and manage nonconformity along with review and development of SOP's and corrective logs.
- To attend the team meetings as part of the CTME communications strategy.
- To be the responsible person for the allocated projects in relation to Health and Safety
- To ensure the delivery team undertake relevant training and certification to enable the delivery of projects.
- To liaise with all other CTME departments in relation to warehouse requirements and warehouse activity
- To undertake additional duties relevant to position skills and experience.

### SPECIFIC RESPONSIBILITIES

- Assess and cost to ensure the project is commercially viable, includes adhering to all financial requirements and processes.
- Manage the time for the project and the CT personnel resources including schedules and logistics.
- Produce and manage project schedules including related resources planning.
- Manage the supply chain and procurement for the project.
- Provide onsite leadership and direction for the team, sub-contractors, and client.
- Supervise to ensure adherence to all site conditions and standards during installation including testing & commissioning, test events and handover.
- Provide status updates of project-specific contract details and milestones along with payment applications and invoicing.
- Produce, and/or oversee production of all project documentation including O&M's.
- Calculate, negotiate, and oversee Service Level Agreements and maintenance for the project.
- Develop and maintain working relationships with client base, and suppliers both new/old.
- Review, assess, and cost RFPs with commercial and technical expertise & knowledge.
- Produce system designs using appropriate software packages such as Auto-Cad, Project, Teams etc.
- Troubleshoot any AV and IT System issues and recommend rectification.
- Implement and supervise Standard Operating Procedures.
- Maintain, develop, and administer project structure from new business or continued account leads within S-I and Live Events.

### GENERAL RESPONSIBILITIES

- Ensure projects are completed in a timely, efficient manner to our client's satisfaction and in compliance with all contract requirements
- Attend site for inspections and meetings as required.
- Attend company and departmental meetings as required.
- Deputise for other team members, as necessary.
- Support the sales team in assessing and completing bids and the feasibility of a project.
- Weekly project reporting to stakeholders.
- Manage junior personnel and sub-contractors.
- Recommend and maintain a freelance database of additional personnel.
- Record keeping and general administrative duties as required.
- Be able to work unsupervised and have the ability to lead a project team.
- Author and undertake training for company personnel and clients.
- Manage own health and safety and that of other people who may be affected in the workplace.
- Ensure personal and project team presentation, punctuality, and reliability, which reflect the corporate image of CTME.
- Flexible to work across 7 days a week, night, and day in a professional construction & event environment.
- Friendly & approachable
- Excellent communication skills at all levels
- Willingness to work as a team member
- To deputise for the HOD – System Integration



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### SKILLS AND EXPERIENCE

- Good Project Management experience.
- Experience of managing large budgets and cash flow.
- Effective communication and interpersonal skills.
- Excellent time management
- Strong attention to detail and quality of work.
- Fluent in English, written & spoken.
- Knowledge and evidence of electronics and event systems.
- Experience of managing teams.
- Experience of project management tools.
- Experience of management of procurement logistics.
- Knowledge of construction H&S, site management and testing & commissioning.
- Experience of technical authoring.
- Experience of operations and implementing maintenance systems.
- Excellent personal skills and the ability to maintain commercial networks.
- Knowledge and experience of current entertainment technology required for large-scale installations.
- Knowledge of relevant software programmes and evidence of using them.
- Experience of electrical, electronic and software systems.
- Methodical working practices.
- Clean full driving licence.

The description is not intended to be an exhaustive list of all duties, responsibilities, skills or working conditions associated with this position. This job description is intended to be an indication of the scope of the role. In addition to these functions, employees are required to carry out such other duties as may reasonably be required.

The Position Description detailed above has been read by me and I fully understand and accept the position as described therein.

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**Employee**

\_\_\_\_\_  
**Date**

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**Line Manager**

\_\_\_\_\_  
**Date**