

Job Title: Client Representative

Location: Damascus, Syria

Working Language: English

Salary: Competitive Salary and Benefits Package

Job Type: Permanent

Job Duration: 3 months probation; in case of acceptance, a long term contract.

Responsible to: Managing Director

Responsible for: Successfully delivering the targeted objectives of NAA Group and effectively implementing the organization's strategy.

Job Profile

We seek a highly motivated, versatile and multidisciplinary Client Representative with an entrepreneurial outlook. Applicants qualified and experienced in project management, hospital architecture and medical equipment planning will be viewed most favourably.

- Masters degree in Project Management, Engineering or Architecture or equivalent recognised professional engineering/architectural qualification or a related field to Hospital Equipments and Management
- Over 10 years experience in project management of large complex projects ideally related to healthcare and hospital construction; relevant country and/or regional experience is desirable;
- Knowledge and experience of contemporary design and construction standards of hospital buildings;
- An excellent appreciation of the inter-relationships between hospital services and physical aspects of healthcare delivery, including the design, construction and commissioning of equipment for healthcare facilities.

Duties and Responsibilities

Your main duties/responsibilities will be to assist and liaise with appointed architects, professional Consultants and Contractors and can be divided into four stages;

1. Design Stage

- a) Administer the Contract with the designer in terms of scope and deadlines.
- b) Implement a master plan incorporating all the activities during the design, construction and handing-over stage.
- c) Develop a budget and cash flow analysis for the developed project at hand.
- d) Review and file the Designer's insurance policies.
- e) Verify the QA/QC system used by the Designer.
- f) Evaluate the CV's of the design firm.
- g) Provide the Designer with the Client's general requirements (design brief, milestones, cost, quality, function, programming guidelines, execution strategy, climatic and

environmental data, boundary limit, location of utilities, building codes, availability of local materials, etc..)

- h) With the assistance of the Designer, prepare and tender the pre-design surveys not included in the Designer's scope of work (topographical survey, geotechnical investigation, environmental impact study, etc..)
- i) With the assistance of an accountant, verify all payments and invoices.
- j) Follow up on the Client's requests in terms of design criteria (concepts, program, budgets, phasing, etc.)
- k) With the assistance of specialty engineers, audit the main components of the design.
- l) Review and report to the Client the status of each stage of the design commenting on the budget, quality, aesthetics, program, value engineering, design efficiency, constraints, styles and architectural guidelines.
- m) Review all Consultants' design changes and assess overall impact on cost and work already in place.
- n) Suggest any alternative/more efficient concept designs.
- o) Advise the Client on the most suitable conditions of contract to be used with the Contractor.
- p) Plan a archiving and communication strategy.
- q) Prepare and follow up on required licenses and permits. To apply and assist in obtaining all required consents, permits and licenses to facilitate NAA projects;

2. Tendering Stage

- a) Prequalify potential contractors with the assistance of the Consultant/Designer.
- b) Evaluate and follow up the tendering processing in conjunction with the Consultant.
- c) Report on the technical and financial offers.
- d) Recommend and qualify the most optimal offer.
- e) With the assistance of the Designer, negotiate and prepare the construction Contract.

3. Construction Stage

- a) Review and safe-keep the Contractor's bonds and insurances.
- b) Daily coordination of progress of works for all Packages.
- c) Review all Packages weekly to ensure tasks and activities are co-ordinated in line with those outlined in the project document and according to the agreed work plan;
- d) Review the mobilization, HS&E, planning, QA/QC, schedules, etc... of the Contractor.
- e) Attend weekly Construction staff meetings to discuss and coordinate with other Package Managers, Superintendents and Engineers all pertinent issues relevant to the construction.
- f) With the assistance of the Contractor, preparation of a cash flow.
- g) Confirm that the Consultant is administering the Contract with the Contractor, on behalf and to the best interest of the Client.
- h) Schedule and chair weekly Progress and Coordination for all Contractors; discussing key topics such as Safety, Progress, adherence to Program, as well as technical issues that are potentially delaying the works. Prepare and distribute minutes.
- i) Attend weekly meetings with Consultant and Contractor. Maintain a copy of all records/submittals.
- j) Follow up on all Clients' approvals/decisions.

- k) Audit the Contractor's invoices and to ensure that appropriate accounting records are kept.
- l) Evaluate and approve any variation orders and any value engineering alternatives during construction.
- m) Report to the Client on the time and cost overrun.
- n) Report regularly on the progress and quality of work.
- o) Assist the Construction Manager with the development and implementation of the Safety Program and enforce all safety rules and regulations.
- p) Co-chair bi-weekly "All Packages Safety Meeting" to ensure adequate adherence to safety codes and regulations.
- q) Spot check material and construction is in accordance to specifications.

4. Handing Over Stage

- a) Attend handing-over site visits.
- b) Safe keep all the manuals, spare parts, as-built, etc. on behalf of the Client.
- c) Coordinate the handing-over between the Contractor and Operator.
- d) Review the discharge letter and final invoice of the Contractor.
- e) Follow up on the completion of snags during the defects liability period.

Skills/Abilities

- Good written and spoken English and Arabic is essential
- Commitment to personal performance, self-development and the ability to generate innovative ideas and solutions
- Project Management skills with a proven ability to deliver products to time, quality & budget
- Good organisational and administrative skills with superior writing and report writing skills
- Excellent interpersonal and team working skills
- Strong communication and presentation skills
- Strong analytical and planning skills with evidence of ability to solve problems, show initiative and sound judgment under pressure
- Proven ability to respond quickly and positively to changing environment
- Excellent IT skills (Word, Excel, Power Point, MS Project, Primavera, AutoCAD)
- Outstanding knowledge in Conditions of Contracts such as FIDIC and JCT

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically presented in this description.

Applicants should send their maximum two page CV's and a one page cover letter to info@naa-group.com. The cover letter should briefly explain why they are applying for this position and what makes them particularly suitable along with other relevant information. Successful applicants will be invited for first round interviews in March 2010.