

Job Descriptions

Job Title:	Planning Engineer	Salary Grade	SAR 9,000 (Inc All)
Division / Department:	TS- MSS	Employment Type:	Work Visa
Direct Manager:		Duty Hours:	08 Hours / Day, 6 Days / Week

JOB PURPOSE

The Planning Engineer is responsible for developing, monitoring, and updating project schedules to ensure that power plant projects, whether in design, construction, commissioning, or maintenance—are completed on time and within budget. The role involves close coordination with engineering, procurement, construction, and operations teams to support effective project execution.

KEY ACCOUNTABILITIES

- *Develop and maintain detailed project schedules using planning tools such as Primavera P6 and MS Project.*
- *Collaborate with cross-functional teams to define project scope, milestones, deliverables, and timelines.*
- *Monitor progress against baseline schedules; identify and report variances and potential delays.*
- *Generate progress reports, S-curves, histograms, and KPIs to track performance.*
- *Regularly update schedules to reflect actual progress and evolving project requirements.*
- *Coordinate with site teams to collect progress data for forecasting and reporting.*
- *Conduct risk assessments and contribute to mitigation planning.*
- *Analyze project performance data, identify improvement opportunities, and suggest corrective actions.*
- *Support delay analysis and claims preparation in case of disputes.*
- *Provide planning and scheduling input during project meetings and stakeholder reviews.*
- *Ensure planning activities comply with contractual, regulatory, and corporate standards.*
- *Assist in manpower forecasting and resource planning.*

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PEOPLE MANAGEMENT

- *Liaise with engineering, procurement, QA/QC, HSE, commissioning, and operations departments.*
- *Supervise and mentor junior planners, schedulers, and document controllers when applicable.*

BUDGET MANAGEMENT

- *Integrate cost data into the schedule using tools like Primavera P6 or cost control systems (SAP, Oracle, EcoSys).*
- *Apply time-phased budgeting and track costs through the Work Breakdown Structure (WBS).*

TEAM MANAGEMENT

- *Manage schedule updates, progress tracking, and report generation.*
- *Conduct training sessions for junior staff on planning tools and processes.*
- *Resolve inter-discipline or contractor scheduling conflicts with logic-based justifications.*

POLICIES, PROCESSES, SYSTEMS & PROCEDURES

- *Ensure all planning activities align with internal policies and client expectations.*
- *Contribute to the continual improvement of planning tools, templates, and procedures.*

CONTINUOUS IMPROVEMENT

- *Foster a culture of continuous improvement within the planning function.*
- *Identify workflow inefficiencies and implement improvements.*
- *Standardize templates, processes, and reporting formats.*
- *Participate in lessons learned workshops and cross-functional improvement initiatives.*

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RELATED ASSIGNMENTS

- **Perform additional duties as assigned by the line manager in support of project goals.**

COMMUNICATION & WORKING RELATIONSHIPS

Internal:

- **Provide regular updates on schedule progress, risks, and recovery plans.**
- **Collaborate with cost control teams for earned value analysis and change management.**

External:

- **Present project schedules, reports, and justifications to clients and stakeholders.**
- **Address planning-related inquiries and update documentation based on external feedback.**

QUALIFICATIONS, EXPERIENCE & SKILLS

Minimum Qualifications:

- **Bachelor's degree in engineering (Mechanical, Electrical, Civil, or equivalent).**

Minimum Experience:

- **5 years of experience in project planning, preferably within power plant projects (thermal, gas, hydro, nuclear, or renewables).**

Technical Skills:

- **Proficient in Primavera P6, MS Project, and relevant planning/reporting tools.**
- **Familiarity with FIDIC or similar contract standards.**
- **Understanding construction and commissioning phases of power plants.**
- **Experience in cost control, budgeting, and earned value management.**
- **Certifications (Preferred):**
- **PMP (Project Management Professional)**
- **PMI-SP (Scheduling Professional)**

Approved by	Reviewed and accepted by
Signature over printed name	Signature over printed name
Date:	Date: