



DanaEnergy

Planning Specialist

1. Responsibilities and Duties

- Managing projects' risks, including the development of contingency plans
- Identification and reporting all project risks in a regular trend
- Deep Investigation and analysis of tenders and reporting potential risks
- Study on all aspects of tenders before entering to the new scope of projects
- Timely carry out risk management to relevant principals for the intangible risks in the tenders
- Summarize the abnormal points in the application timely and compose risk assessment suggestions
- Manage project execution to ensure adherence to budget, risks, resources, schedule, and scope
- Quantifying the major risks at project level for top manager's resolution

2. Job Specifications

Education:

- B.Sc. or M.Sc. in Industrial Engineering, Project Management or MBA from well-known universities

Experience:

- Have more than 5 years experience as project Management professional

Knowledge & Skills:

- Be familiar with tendering process and Tendering Risk Analysis
- Have a valid PMP and RMP Certification is an advantage
- Excellent knowledge in Project Planning and Control concepts, techniques and tools
- Functional skills for implementing critical project management concepts such as project schedule and risk analysis
- Deep understanding of risk management processes
- Good computer skills, and dominated with related professional software
- Familiarity with risk assessment of oil and gas projects is a plus
- Advanced analytical skills
- Fluent in English

Behavioral qualities:

- Demonstrated commitment to delivering the highest quality professional work and service
- Data driven
- Effective Communication
- Detail oriented

- Self- Motivation
- Perseverance
- Hands-on practice

Ideal Age: 25 - 35

Employment type: Full Time

Work Location: Tehran