


Status: Approved	Job Description and Job Qualification "Head Of Engineering "				
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1. Job Information			
Location	Headquarters - Tehran	Department	Engineering And Procurement
Employee's Full Name		Job No.	162
Report to	Engineering And Procurement Director	Overtime Requirement	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Assignment Requirement	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Grade of Job	11

2. Purpose of Job	
<ul style="list-style-type: none"> Design and development of engineering and technical documents Preparation of technical documents for bid proposals 	

3. Dimensions of Job		
The number of people under supervision	The number of people under direct supervision	6
	The number of people under indirect supervision	0
	The number of people under matrix supervision	According to approved chart for each project
	Total number of people under supervision	6


4. Organizational Functions	
General Tasks	<ul style="list-style-type: none"> Complying with organizational administrative, financial, health and safety requirements Following the reporting and communicational procedures Complying with the Scope of authority requirements

5. Matrix of Functions and Operational Accountability				
Number	Functions	Responsible	Accountable	Informed
1271	Manage Telecom General Engineering	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1272	Manage LAN (Local Area Network) System Engineering	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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5. Matrix of Functions and Operational Accountability


Number	Functions	Responsible	Accountable	Informed
1273	Manage UPS System Engineering	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1274	Manage FOTI (Fiber Optic Transmission Infrastructure) System Engineering	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1275	Manage Ship Shore Systems	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1276	Manage CCTV (Closed Circuit Television) System Engineering	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1277	Manage AISS (Anti Intrusion & Surveillance System) Engineering	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1278	Manage ACS (Access Control System Engineering)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1279	Manage PABX (Private Automatic Branch Exchange) & Hotline System Engineering	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
127A	Manage PAGA(Paging & General Alarm) System Engineering	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
127B	Manage VHF/FM (Very High Frequency/ Frequency Modulation) Marine Radio System Engineering	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
127C	Manage Telecommunication Tower Engineering	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
127D	Manage MF/HF (Medium Frequency/ High Frequency) Marine Radio System Engineering	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
127E	Manage UHF (Ultra High Frequency) Radio Paging System Engineering	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
127F	Manage UHF Trunk System Engineering	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
127G	Manage Meteorological System Engineering	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
127H	Manage TSS (Telecom Supervision System) Engineering	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
127I	Manage SCADA (Supervisory Control & Data Acquisition) System Engineering	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
127J	Manage Satellite Communication System	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
127K	Manage Gmdss Satellite Systems	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
127L	Manage Microwave Radio Communication System	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
127M	Manage Point To Point (Ptp) Radio Communication System	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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5. Matrix of Functions and Operational Accountability				
Number	Functions	Responsible	Accountable	Informed
127N	Manage Vhf Land Mobile Radio Communication System	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
127O	Manage Vhf/Am Aeronautical Radio Communication System	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
127P	Manage Non Directional Beacon (Ndb) System	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

6. Organizational Relationships		
Relationships	Internal	Managers and Experts
	External	-

7. Required Experience, Knowledge and Certificates	
Education	Minimum B.S in Electronics or Telecom
Experience	Minimum 5 Years
Certificates	AutoCAD . Office and Other Engineering Design Software
<p>Others:</p> <ul style="list-style-type: none"> • Being familiar with various technical documents in EPC projects • Ability to design and develop telecom engineering documents based on oil & gas documentation's procedure • Ability to sponsor telecom systems, At least PABX, PA/GA, Fiber optic systems (SDH/PDH),SCADA • Being familiar with CCTV software 	

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8. Key Skills									
Computers		Excellent	<input type="checkbox"/>	Good	<input checked="" type="checkbox"/>	Intermediate	<input type="checkbox"/>	Not Required	<input type="checkbox"/>
English language skills	Speaking	Excellent	<input type="checkbox"/>	Good	<input checked="" type="checkbox"/>	Intermediate	<input type="checkbox"/>	Not Required	<input type="checkbox"/>
	Writing	Excellent	<input type="checkbox"/>	Good	<input checked="" type="checkbox"/>	Intermediate	<input type="checkbox"/>	Not Required	<input type="checkbox"/>
	Comprehension	Excellent	<input type="checkbox"/>	Good	<input checked="" type="checkbox"/>	Intermediate	<input type="checkbox"/>	Not Required	<input type="checkbox"/>
Negotiation		Excellent	<input type="checkbox"/>	Good	<input type="checkbox"/>	Intermediate	<input checked="" type="checkbox"/>	Not Required	<input type="checkbox"/>
<p>Other Required Qualifications:</p> <ul style="list-style-type: none"> • Team working skills • Analytical skills • Talented and have the ability to solve tough problems • Time management and organizational skills • Communication skills both verbally and written 									

Prepared by: Human Resource	Approved by: Relevant Director	Confirmed by: Managing Director	Accepted by: Employee
First and last name:	First and last name:	First and last name:	First and last name:
Date and Signature:	Date and Signature:	Date and Signature:	Date and Signature:
Access: Head of Human Resources - Director relevant			