

Project Estimation Manager

Full-time position
Dubai, UAE

About the Opportunity:

The Project Estimation Manager will lead and manage the Company's solar project cost estimating and will assist the bid team. This role will complement our technical team in helping scope and cost estimate solar PV projects and other energy solutions as required.

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Duties & responsibilities:

- Supervise project development staff responsible for and duties relating to cost estimating, solar project scoping, and final proposal preparation;
- Review and closely monitor project schedule and design to ensure all objectives are met;
- Prepare estimates for projects from preliminary study and budget estimates through to the endorsement of final estimates of the project;
- Work with cost reimbursable contracts to establish open book estimates when required;
- Establish Estimating Cost Data Bank with rates, costs, location factors and productivity etc. for Bench Marking and utilization as a guide for future estimates;
- Prepare a capital cost estimate which is a forecast of the cost for a defined scope of work and is required at every step during the development of a project;
- Utilize expertise to define project scope and objectives, gather requirements, develop detailed work plans, schedules, project estimates, resource plans, and status reports;
- Ensure all direct and indirect cost is correctly prepared and costed;
- Lead cost-estimating and proposal development activities; help accelerate output;
- Write proposals as needed and ensure all proposals are well-written and succinct;
- Gather, review, and analyse pricing data;
- Propose changes to cost estimating initiatives to improve project costs and efficiencies;
- Take part in bid initiation & review meetings for bids;
- Lead company solar multi-contracting strategy from identification of suppliers in key markets through to creating risk assessment criteria and ultimately executing the strategy;
- Assist with development of contracting strategies and processes for tendering Requests for Proposals (RFPs);
- Manage vendor relationships and interface with suppliers during RFP and negotiation processes;
- Identify and qualify robust supplier database of international and local contractors to support all services for new Solar projects;
- Track global and local solar markets, monitoring technological advances in the industry;
- Assist with development of standardized processes and templates for all solar contracting efforts;
- Manage documentation including budgets, schedules, engineering and construction interfaces, project controls, correspondence, and project reporting.

Qualifications & experience:

- Bachelor's degree in a related field;
- 5-7 years of progressively responsible technical, engineering, construction management or solar procurement experience;
- Experience in detailed proposal preparations;
- Solar EPC/BoP contracting experience strongly preferred;
- Proven skills in procurement, negotiation, basic accounting, and contract analysis;
- Proficient knowledge in MS software, high proficiency in Excel, PP and MS Project.

Personal skills:

- Excellent organizational skills, ability to organize and maintain a fluid administrative process;
- Strong technical, commercial and quantitative analytical skills;
- Strong business acumen and demonstrated project management skills;
- A fast learner and self-disciplined in education and training needs to perform well;
- Strong written and verbal communication, interpersonal, and time-management skills;
- Ability to proactively identify next steps and work productively with limited supervision;
- Ability and willingness to travel or work extended hours as required.

Phanes Group is an international solar energy developer, investment and asset manager, strategically headquartered in Dubai with a local footprint in sub-Saharan Africa, through its office in Nigeria, the region's largest economy. Cumulatively, the company's global clean power contribution is in excess of 70 MW, with a further 1.5 GW in the pipeline – including 227.5 MW of grid connected PV solar in Nigeria across three different projects. The first of the three Nigerian projects, in the Sokoto region, is backed by one of the Nigerian government's 14 PPAs. In addition, the group is developing off-grid solar solutions to ensure communities across the region have access to a stable and clean energy supply.