



HEAD OF PROJECTS / PROJECT DIRECTOR

Sector: **Construction and Real Estate**

Job Family: **Construction Management**

Regulator: **The Council for Regulating the Practice of Engineering Professions**

Licensing Requirements: **N/A**

Job Description

The Head of Projects / Project Director, drives strategic planning, authorization, and execution of projects within the organization. They advise stakeholders on project quality and challenges, formulate staffing strategies, and ensure budget alignment. They lead the adoption of new technologies and processes, with strong capabilities in public relations, budget management, and stakeholder relationship building to enhance project performance.

Key Tasks
Develop Business Continuity Management plans and recommend improvements based on Workplace Safety and Health (WSH) findings.
Establish connections with various disciplines and project teams for smooth project progression.
Evaluate new technologies and drive continuous improvement for project efficiency.
Lead talent recruitment and manage financials within allocated budgets and forecasts.
Manage resources acquisition and endorse project completion documents for authority submissions.
Oversee and plan project delivery, reports, ensuring alignment with time, team allocation, stakeholders, cost, quality, and regulatory obligations.
Review quality control policies and drive compliance with Workplace Safety and Health (WSH) policies and environmental sustainability.

Core Skills	Level
Adaptability	Advanced
Building Inclusivity	Advanced
Communication	Advanced
Numeracy	Advanced
Planning and Organizing	Advanced
Problem Solving	Advanced

Technical Skills
Asset and Construction Technology and Equipment Management
Building Information Modelling (BIM) Application
Business Development and Negotiation
Continuous Improvement
Green Building Strategy and Sustainability Implementation
Incident and Accident Investigation
Integrated Digital Delivery (IDD) Application
Manpower and People Management
Project Management Professionals Certification
Project Management, Risk Assessment, and Feasibility Analysis
Quality System Management
Regulatory Compliance and Stakeholder Engagement



PLANNING ENGINEER MANAGER

Sector: **Construction and Real Estate**

Job Family: **Construction Management**

Regulator: **The Council for Regulating the Practice of Engineering Professions**

Licensing Requirements: **N/A**

Job Description

The Planning Engineer Manager holds a pivotal leadership position and oversees the planning and scheduling of multiple construction projects. They get involved in the strategic development of project plans, ensuring alignment with organizational goals, client expectations, and regulatory requirements. They lead a team of Planning Engineers and other professionals, facilitating collaboration across departments to ensure projects are completed on time, within budget, and to the desired quality standard. They are responsible for high-level risk management, resource allocation, and integrating new technologies and methodologies into the planning process.

Key Tasks
Conduct high-level risk analysis and develop comprehensive mitigation / contingency strategies.
Conduct the performance evaluation, baseline management, resource loading and analysis, progress update, and cash flow integration.
Establish project controls, manage resource allocation and scheduling across concurrent projects, and reporting.
Facilitate cross-departmental collaboration to ensure seamless project execution.
Integrate advanced planning methodologies and technologies to enhance efficiency.
Lead and mentor a team of planning engineers and scheduling professionals.
Oversee the development and implementation of project plans across multiple projects and alignment with strategic business objectives and client requirements.
Oversee the preparation of detailed progress reports and presentations for stakeholders.

Core Skills	Level
Adaptability	Advanced
Communication	Advanced
Critical Thinking	Intermediate
Numeracy	Intermediate
Planning and Organizing	Advanced
Problem Solving	Advanced

Technical Skills
Construction Standards and Regulation
Planning Methodologies
Project Management Systems
Resource Optimization
Risk Management
Strategic Planning
Team Development
Technology Integration



PLANNING ENGINEER

Sector: **Construction and Real Estate**

Job Family: **Construction Management**

Regulator: **The Council for Regulating the Practice of Engineering Professions**

Licensing Requirements: **N/A**

Job Description

The Planning Engineer plays an integral role in the planning and execution phases of construction projects within the Construction and Real Estate sector. They are responsible for devising, reviewing, and updating the project plans to align with client specifications, budget constraints, and timeframes. The Planning Engineer works closely with Project Managers, Architects, and other Engineers. The Planning Engineer helps set project timelines, allocate resources efficiently, and foresee potential challenges. They use project planning softwares to create accurate project schedules, track progress, and adapt plans to meet changing requirements.

Key Tasks
Adjust project schedules based on progress and changes in the scope.
Analyze project specifications to ensure plans meet all requirements.
Assist in identifying project risks and propose potential mitigation strategies.
Collaborate with project teams to align project objectives and timelines.
Develop detailed project plans, outlining phases, milestones, and resource allocation.
Generate and present progress reports to stakeholders.
Maintain industry standards and safety regulations.
Use specialized softwares for project scheduling and updates.

Core Skills	Level
Adaptability	Intermediate
Collaboration and Teamwork	Basic
Communication	Intermediate
Digital Literacy	Advanced
Planning and Organizing	Advanced
Problem Solving	Intermediate

Technical Skills
Construction Methods Knowledge
Documentation Proficiency
Progress Tracking
Project Management Software
Regulatory Compliance
Resource Allocation
Risk Assessment
Scheduling Techniques
Stakeholder Management



LAND SURVEYOR

Sector: **Construction and Real Estate**

Job Family: **Construction Management**

Regulator: **Real Estate Regulatory Authority**

Licensing Requirements: **N/A**

Job Description

The Land Surveyor conducts precise measurements and mapping of land surfaces for construction and development projects. They determine land boundaries, prepare sites for construction, and provide data essential for engineering, construction, and planning decisions. The Land Surveyor uses a variety of tools and technologies, including Global Positioning System (GPS), Geographic Information System (GIS), and traditional surveying instruments, to gather and interpret land data. They ensure accuracy and compliance with legal and regulatory standards in all surveying activities.

Key Tasks

Analyze and interpret survey data to support construction and development projects.
Conduct field surveys to determine land boundaries and topographical features.
Coordinate with Engineers, Architects, and Construction Managers to provide data for project planning and design.
Ensure all surveying activities comply with regulations and standards.
Prepare and maintain detailed maps, drawings, and reports based on survey data.
Utilize surveying instruments and technologies to collect accurate land and property data.

Core Skills

Level

Communication	Basic
Digital Literacy	Advanced
Numeracy	Intermediate
Planning and Organizing	Basic

Technical Skills

Data Collection
Geographic Information Systems (GIS) and Global Positioning System (GPS)
Instrument Operation
Map Creation
Precision and Accuracy
Regulatory Compliance
Reporting
Surveying Techniques



SITE INSPECTOR

Sector: **Construction and Real Estate**
 Job Family: **Construction Management**
 Regulator: **N/A**
 Licensing Requirements: **N/A**

Job Description

The Site Inspector ensures that construction activities comply with all relevant codes, standards, and specifications. They conduct regular inspections of construction sites to monitor the quality of work, safety regulations, and adhere to architectural and engineering plans. The Site Inspector collaborates closely with Site Engineers to report findings and recommend corrective actions when necessary. They play a crucial role in maintaining the integrity, safety, and efficiency of the construction process.

Key Tasks
Conduct final inspections upon project completion to ensure the required standards are met before handover.
Coordinate with the construction team to facilitate necessary corrections or adjustments.
Document inspection findings and communicate non-compliance or issues to the construction team.
Maintain accurate and comprehensive records of inspections, findings, and corrective actions taken.
Monitor and verify the quality of materials and workmanship throughout the construction process.
Perform detailed inspections of construction sites to ensure compliance with design specifications, building codes, and safety regulations.

Core Skills	Level
Communication	Basic
Collaboration and Teamwork	Basic
Literacy	Basic
Planning and Organizing	Basic
Problem Solving	Basic

Technical Skills
Construction Materials
Construction Processes
Documentation Skills
Inspection Techniques
Plan Reading and Interpretation
Quality Control
Safety Standards



SITE ENGINEER

Sector: **Construction and Real Estate**
 Job Family: **Construction Management**
 Regulator: **N/A**
 Licensing Requirements: **N/A**

Job Description

The Site Engineer supports the engineering team in the day-to-day operations of a construction site, covering all phases from site preparation to build-out. They work independently and as a part of a team and have strong problem solving and interpersonal skills to coordinate among various disciplines and construction teams. Site Engineers ensure compliance with safety, environmental, quality, and regulatory standards.

Key Tasks
Carry out regular inspections to ensure compliance with relevant regulatory and legislative requirements.
Collate and track errors, defects, and variations in construction plans and drawings.
Ensure compliance with Workplace Safety and Health (WSH) policies through regular reporting and inspections.
Ensure the timely deployment of labour, plant materials, and specialist subcontractors.
Facilitate communication and coordination across disciplines to maintain quality assurance and control.
Follow and enforce the organization's environmental, sustainability, and green building standards.
Implement the appropriate work methods to execute the works.
Manage the commissioning and testing of components, equipment, and systems.
Maximize profits by managing material waste, controlling labour and plant costs, and maintaining the progress of the works.
Obtain the necessary permits and licenses to ensure work meets local rules and regulations.

Core Skills	Level
Adaptability	Advanced
Building Inclusivity	Advanced
Critical Thinking	Advanced
Initiative	Intermediate
Numeracy	Advanced
Planning and Organizing	Advanced

Technical Skills
Building Information Modelling (BIM) Application
Construction Technology and Safety
Emergency Response and Incident Investigation
Green Building Strategy Implementation
Manpower Management and Cost Control
Project and Risk Management
Quality System Management
Regulatory Submission and Compliance
Site Assessment and Stakeholder Management
Technical Writing and Inspection
Workplace Safety and Health Management



CONSTRUCTION MANAGER

Sector: **Construction and Real Estate**

Job Family: **Construction Management**

Regulator: **N/A**

Licensing Requirements: **N/A**

Job Description

The Construction Manager oversees construction activities on a project from beginning to end, supports the team in day-to-day operations on construction sites, covering all phases from site preparation to build-out, and reports to the project manager. They require the ability to work independently and as part of a team. They attend to on-site work on a rotating or day-shift schedule, ensuring compliance with safety, quality, and regulatory standards.

Key Tasks
Carry out regular inspections to ensure compliance with all relevant regulatory and legislative requirements.
Collate and track errors, defects, and variations in construction plans and drawings.
Ensure compliance with Workplace Safety and Health (WSH) policies through regular reporting and inspections.
Facilitate communication and coordination across disciplines to maintain quality assurance and control.
Manage the commissioning and testing of components, equipment, and systems.
Perform technical, organizational and supervisory role to ensure work is constructed in compliance with technical, quality, safety, and program requirements while maintaining the allocated budget.
Supervise subcontractors' work activities and ensure alignment with contractual terms regarding time, cost, and quality.
Support the preparation and collation of technical documents for project handover and closure.

Core Skills	Level
Adaptability	Advanced
Building Inclusivity	Advanced
Critical Thinking	Advanced
Initiative	Intermediate
Numeracy	Advanced
Planning and Organizing	Advanced

Technical Skills
Building Information Modelling (BIM) Application
Construction Technology and Safety
Design for Maintainability, Manufacturing, and Assembly
Emergency Response and Incident Investigation
Green Building Strategy Implementation
Project and Risk Management
Quality System Management
Regulatory Submission and Compliance
Site Assessment and Stakeholder Management
Technical Writing and Inspection
Workplace Safety and Health Management



EQUIPMENT AND MACHINERY OPERATOR

Sector: **Construction and Real Estate**

Job Family: **Construction Management**

Regulator: **N/A**

Licensing Requirements: **Heavy Machinery License**

Job Description

The Equipment and Machinery Operator in the Construction and Real Estate sector is tasked with operating a variety of heavy machinery and equipment for construction projects. This position demands proficiency in machine operation, adherence to safety protocols, and familiarity with operational procedures. Their responsibilities include utilizing equipment effectively and safely, in alignment with project requirements and deadlines. Additionally, they assist in equipment maintenance, address mechanical concerns, and provide guidance to less experienced operators.

Key Tasks

Adhere to workplace safety guidelines and operational procedures, promoting a culture of safety among team members.

Assist in troubleshooting equipment malfunctions and participate in resolving issues to minimize disruptions to work progress.

Collaborate with the project supervisor and other construction personnel to understand project plans and coordinate equipment usage accordingly.

Conduct routine maintenance checks on machinery and perform minor repairs to ensure smooth functioning.

Operate assigned heavy construction machinery and equipment proficiently, following operational guidelines and safety protocols.

Seek opportunities to learn and improve skills by actively engaging in training sessions and seeking guidance from senior operators.

Core Skills	Level
Collaboration and Teamwork	Basic
Communication	Intermediate
Digital Literacy	Basic
Planning and Organizing	Intermediate
Problem Solving	Intermediate

Technical Skills
Efficiency Optimization
Equipment Operation
Health and Safety Compliance
Machine Operations, Policy and Procedures
Maintenance Skills
Mechanical Troubleshooting
Operational Coordination
Technical Documentation



QUALITY ASSURANCE / QUALITY CONTROL ENGINEER MANAGER

Sector: **Construction and Real Estate**

Job Family: **Construction Management**

Regulator: **The Council for Regulating the Practice of Engineering Professions**

Licensing Requirements: **As per The Council for Regulating the Practice of Engineering Professions (CRPEP)**

Job Description

The Quality Assurance / Quality Control Engineer Manager oversees quality assurance and control aspects within construction projects, ensuring adherence to the organization's production processes, Information Management Systems (IMS) quality requirements, and regulatory guidelines. With a focus on meticulous inspections and data analysis to identify engineering non-conformances. They pay attention to details and possess strong planning skills. They coordinate on-site activities, aligning production lines with quality assurance plans and regulatory standards, contributing to continuous improvement and risk management initiatives.

Key Tasks
Analyze quality performance data to identify areas for improvement and integrate the latest quality management techniques.
Assess compliance with Workplace Safety and Health (WSH) policies and organizational environmental sustainability standards.
Conduct comprehensive site surveillance and inspections to adhere to quality control procedures and identify defects.
Develop and implement Quality Assurance (QA) and Quality Control (QC) plans, ensuring alignment with quality standards and recommendations for improvements.
Evaluate corrective actions for efficacy and ensure compliance with quality standards and regulatory guidelines.
Facilitate internal quality audits and prepare Quality Plans for inspection purposes, ensuring readiness for external audits and stakeholders.
Maintain high quality assurance standards across all operations.

Core Skills	Level
Adaptability	Basic
Communication	Advanced
Critical Thinking	Advanced
Planning and Organizing	Advanced
Problem Solving	Advanced

Technical Skills
Analytical Method Validation and Process Control
Audit and Asset Management
Continuous Improvement and Process Optimization (KAIZEN)
Design for Manufacturing and Assembly (DFMA)
Engineering Management of Change and Safety Standards Interpretation
Project Documentation
Quality Assurance and Control Management
Technical Writing and Communication

National Occupational Standard Code: [SBCRE01-011V01]



Technology Scanning and Adoption



QUALITY ASSURANCE / QUALITY CONTROL ENGINEER

Sector: **Construction and Real Estate**

Job Family: **Construction Management**

Regulator: **The Council for Regulating the Practice of Engineering Professions**

Licensing Requirements: **As per The Council for Regulating the Practice of Engineering Professions (CRPEP)**

Job Description

The Quality Assurance / Quality Control Engineer ensures quality assurance and control within construction projects, and aligns closely with the organization's production processes, Information Management System (IMS), quality requirements, and regulatory standards. They conduct thorough inspections, and data collection to identify non-conformities, and ensure corrective actions are effectively implemented. With a strong emphasis on compliance and communication, they work diligently on-site to uphold quality across various production stages.

Key Tasks
Adhere to organizational environmental sustainability and WSH policies during inspections, promoting a culture of safety and sustainability.
Assist in preparing and implementing quality assurance and control plans, ensuring alignment with project timelines and quality standards.
Conduct site surveillance and inspections to adhere to quality control procedures and identify defects.
Document systems, controls, and identify factors affecting production quality for continuous improvement.
Follow up on corrective actions with production process owners to rectify defects and ensure quality standards are met.
Implement and utilize inspection checklists for systematic quality checks and internal audit inspections.
Prepare and maintain quality control records and documentation, ensuring compliance with organizational and regulatory standards.

Core Skills	Level
Collaboration and Teamwork	Intermediate
Communication	Basic
Critical Thinking	Intermediate
Numeracy	Intermediate
Planning and Organizing	Intermediate

Technical Skills
Analytical Method Validation and Process Control
Audit Management and Compliance
Design for Manufacturing and Assembly (DFMA)
Engineering Management of Change
Good Manufacturing Practices (GMP) Implementation
Integrated Digital Delivery (IDD) Application
Materials Qualification and Testing
Process Improvement, Monitoring, and Validation
Quality Assurance and Control Management
Technical Documentation

National Occupational Standard Code: [SBCRE01-012V01]



Technical Writing



HEALTH AND SAFETY INSPECTOR

Sector: **Construction and Real Estate**

Job Family: **Construction Management**

Regulator: **N/A**

Licensing Requirements: **N/A**

Job Description

Health and Safety Inspectors coordinate health and safety systems within the organization and conduct periodic inspections and safety surveys to ensure that the implemented risk control measures are being observed and practiced. They identify potential hazards, risks, and address or report health and safety incidents based on the nature of the incident. They coordinate and implement emergency preparedness response plans. Health and Safety Inspectors are expected to provide regular general safety awareness sessions. They work on-site or off-site and may operate in shifts. Health and Safety Inspectors are practical and meticulous. They observe safety hazards and address them promptly and decisively. They require engagement and interaction with stakeholders, such as production operators, maintenance, security, and administration.

Key Tasks
Alert team members of emergencies and potential escalation of incidents and accidents.
Assess, report, and execute work processes for risk management (RM) and risk assessment (RA).
Conduct safety awareness sessions and support Health, Safety and Environment (HSE) programs.
Participate in Health, Safety and Environment (HSE) compliance inspections.
Report, address and provide counsel on specific instances of Health, Safety and Environment (HSE) non-compliance and unsafe work practices.
Report, recommend, implement and monitor the effectiveness of Health, Safety and Environment (HSE) systems to improve performance.
Support Health, Safety and Environment (HSE) incident and accident management and contribute suggestions to mitigate the reoccurrence of incidents and accidents.
Support the implementation of Corrective and Preventative Actions (CAPA).

Core Skills	Level
Adaptability	Intermediate
Collaboration and Teamwork	Basic
Communication	Basic
Empathy	Basic
Initiative	Basic

Technical Skills
Crisis Management
Fire Safety and First Aid
Hazards Identification
Microsoft Office Programs
National Examination Board in Occupational Safety and Health (NEBOSH) Safety Award Compliance
Safety Regulations
Safety Systems
Technical Inspection



PAINTER

Sector: **Construction and Real Estate**

Job Family: **Construction Management**

Regulator: **N/A**

Licensing Requirements: **N/A**

Job Description

The Painter prepares surfaces and applies paint, varnish, and other finishes to buildings and other structures. They require knowledge of painting techniques, materials, and the ability to work safely and efficiently to achieve a high-quality finish. Painters interpret job specifications, select appropriate materials, and use a variety of tools and equipment to complete their work.

Key Tasks
Assemble scaffolding or set up ladders safely to perform tasks above ground level.
Coordinate with other construction professionals and clients to ensure project requirements are met.
Follow all relevant health and safety guidelines to prevent accidents and injuries.
Maintain clean job sites, including cleaning tools and disposing of used materials properly.
Maintain equipment in good condition, performing regular checks and maintenance.
Mix, match, and apply paint, varnish, and other finishes using brushes, rollers, or sprayers.
Prepare surfaces for painting, including cleaning, scraping, sanding, masking, and filling holes or cracks.
Select and prepare paints and other finishes, based on project specifications and surface types.

Core Skills	Level
Adaptability	Basic
Collaboration and Teamwork	Basic
Communication	Basic
Planning and Organizing	Basic

Technical Skills
Application of Clean-Up Procedures
Color Matching
Equipment Maintenance
Material Knowledge
Paint Application Techniques
Safety Practices
Scaffolding and Ladder Safety
Surface Preparation



WELDER

Sector: **Construction and Real Estate**

Job Family: **Construction Management**

Regulator: **N/A**

Licensing Requirements: **N/A**

Job Description

The Welder cuts, assembles and joins metal parts using various welding techniques and equipment. They play a crucial role in the construction and fabrication processes, ensuring structural integrity, adherence to specifications, and ensuring the final structure is assembled according to specifications. Welders must be proficient in reading blueprints, selecting appropriate welding methods, and operating welding equipment safely and efficiently.

Key Tasks
Coordinate with construction teams to ensure timely completion of welding tasks.
Interpret blueprints and drawings to understand welding requirements for each project.
Maintain a clean and safe working environment, adhering to health and safety regulations.
Perform different welding positions such as flat, horizontal, vertical, and overhead.
Perform different welding operations using techniques such as Metal Inert Gas (MIG), Tungsten Inert Gas (TIG), Shielded Metal Arc Welding (SMAW), Flux-Cored Arc Welding (FCAW) and oxy-fuel welding.
Prepare materials for welding, including cutting, grinding, and cleaning operations.
Repair damaged metal structures and components by welding additional layers.
Select and set up welding equipment, adjusting settings based on the material type and thickness.

Core Skills	Level
Collaboration and Teamwork	Basic
Communication	Basic
Critical Thinking	Basic
Planning and Organizing	Basic

Technical Skills
Blueprint Reading
Equipment Operation
Joint Design and Fabrication
Material Preparation
Metal Repair
Safety Practices
Weld Quality Inspection
Welding Metallurgy
Welding Positions
Welding Processes
Welding Techniques



CARPENTER

Sector: **Construction and Real Estate**

Job Family: **Construction Management**

Regulator: **N/A**

Licensing Requirements: **N/A**

Job Description

The Carpenter constructs, installs, and repairs structures and fixtures made from wood and other materials. They are involved in interpreting blueprints, measuring and cutting materials, and assembling components with tools and equipment. They must ensure their work is precise, and satisfies client specifications.

Key Tasks
Communicate with clients, construction team members, and supervisors to ensure project alignment.
Follow safety guidelines and regulations to ensure a safe working environment.
Inspect and replace damaged frameworks or other structures and fixtures.
Install wooden structures, such as windows, molding, doors.
Maintain tools and operate machinery and equipment, ensuring they are in good working order.
Measure, cut, and shape wood, plastic, fiberglass, or drywall using hand and power tools.
Prepare building frameworks, including walls, floors, and doorframes.
Read and interpret blueprints, drawings, and sketches to understand project requirements.

Core Skills	Level
Collaboration and Teamwork	Basic
Communication	Basic
Critical Thinking	Basic
Planning and Organizing	Basic

Technical Skills
Blueprint Reading
Construction Techniques
Installation and Repair
Joinery Techniques
Material Selection and Managing Resources
Precision Measuring
Safety Practices
Tool and Equipment Use
Wood Structural
Woodworking



PLUMBER

Sector: **Construction and Real Estate**

Job Family: **Construction Management**

Regulator: **Electricity and Water Authority**

Licensing Requirements: **As per the Electricity and Water Authority**

Job Description

The Plumber installs, repairs, and maintains pipes, fixtures, and other plumbing systems used for water distribution and wastewater disposal in residential, commercial, and industrial buildings. They use plumbing and soldering tools in accordance with safety standards. They understand plumbing codes, and read blueprints. Plumbers must be familiar with regulations issued by the Electricity and Water Authority (EWA) of the Kingdom of Bahrain.

Key Tasks
Cut, assemble, and install pipes and tubing with attention to existing infrastructure.
Diagnose plumbing problems and develop effective solutions.
Ensure all installations and repairs are safe, effective, and efficient.
Install, repair, and maintain plumbing and electrical systems and fixtures in accordance with local plumbing codes.
Interpret blueprints and building specifications to map out plumbing layouts.
Maintain a clean and safe work environment, including the use of proper safety equipment.
Perform inspections of plumbing systems to identify and replace worn parts.
Use specialized software for project scheduling and updates.

Core Skills	Level
Adaptability	Basic
Communication	Basic
Literacy	Basic
Planning and Organizing	Basic
Problem Solving	Basic

Technical Skills
Blueprint Reading and Interpretation
Code and Relevant Regulations Compliance
Electrical Knowledge
Leak Detection and Repair
Material Knowledge
Pipe Installation and Repair
Plumbing and Power Tools Proficiency
Plumbing System Knowledge
Safety Practices
Soldering and Welding
Water Conservation Techniques



SCAFFOLDER

Sector: **Construction and Real Estate**

Job Family: **Construction Management**

Regulator: **N/A**

Licensing Requirements: **N/A**

Job Description

The Scaffolder assembles and dismantles scaffolding structures that provide temporary work platforms and access for construction and maintenance work on buildings and other structures. They require a thorough understanding of safety standards, the ability to read and interpret site plans, and physical fitness to work at heights.

Key Tasks
Assemble and dismantle scaffolding structures in accordance with safety regulations and site requirements.
Conduct regular inspections of assembled scaffolding to ensure ongoing stability and safety.
Follow detailed site plans and specifications to ensure scaffolding meets the needs of the project.
Inspect scaffolding components for damage or defects before assembly.
Maintain a clean and safe work environment, adhering to strict safety protocols.
Secure scaffolding to permanent structures using ties, braces, and other stabilizing methods.
Use personal protective equipment (PPE) and ensure that all safety measures are observed.
Work with site supervisors and other tradespeople to coordinate scaffolding needs and schedules.

Core Skills	Level
Adaptability	Basic
Collaboration and Teamwork	Basic
Communication	Basic
Planning and Organizing	Basic
Problem Solving	Basic

Technical Skills
Equipment Inspection
Load Calculation
Safety Standards Compliance
Scaffolding Assembly
Site Plan Interpretation
Structural Stability Analysis



ASPHALT PAVER

Sector: **Construction and Real Estate**

Job Family: **Construction Management**

Regulator: **N/A**

Licensing Requirements: **N/A**

Job Description

The Asphalt Paver lays asphalt on roads, driveways, and parking lots, ensuring a smooth, durable surface. They require operating asphalt paving machines, coordinating with other crew members, and ensuring the final surface meets specified standards for grade and quality. Asphalt Pavers conduct maintenance by fixing or replacing asphalt and adhere to high health and safety standards.

Key Tasks
Assist in setting up and adhering to traffic control measures around work areas to ensure safety.
Coordinate with other crew members to efficiently lay asphalt according to project specifications.
Inspect the surface area before paving to ensure readiness for asphalt application.
Mark areas needing attention, such as potholes or uneven surfaces, before the paving process.
Measure and calculate areas to be paved, ensuring the accurate application of materials.
Monitor the temperature and condition of asphalt to ensure optimal application and finishing.
Operate asphalt paving machines to spread, smooth, and compact asphalt layers on surfaces.
Perform minor maintenance and cleaning of paving equipment to maintain operational efficiency.

Core Skills	Level
Adaptability	Basic
Communication	Basic
Numeracy	Basic
Planning and Organizing	Basic
Problem Solving	Basic

Technical Skills
Asphalt Paving Techniques
Equipment Maintenance
Equipment Operation
Material Handling
Measurement and Calculation
Quality Control
Safety and Traffic Control
Surface Preparation



MASON

Sector: **Construction and Real Estate**
 Job Family: **Construction Management**
 Regulator: **N/A**
 Licensing Requirements: **N/A**

Job Description

The Mason casts concrete and other materials into structural components or specific shapes as per project requirements. They install block work, plaster and repair concrete.

Key Tasks
Apply plaster as needed.
Cast concrete.
Cure process, and adjust conditions for optimal results.
Maintain a clean and safe working environment by following safety protocols.
Mix casting materials to the correct consistency as per directions.
Pour materials into molds, ensuring even distribution and filling.
Use power tools such as concrete vibrates and power floats.

Core Skills	Level
Adaptability	Basic
Collaboration and Teamwork	Basic
Comunicaiton	Basic
Initiative	Basic

Technical Skills
Casting Techniques
Curing Process Implementation
Finishing Techniques
Material Mixing
Quality Awareness
Safety Practices



WATERPROOFING INSTALLER

Sector: **Construction and Real Estate**

Job Family: **Construction Management**

Regulator: **N/A**

Licensing Requirements: **N/A**

Job Description

Waterproofing Installers apply waterproofing systems to prevent water ingress and egress in buildings, structures, and internal areas (wet areas) protecting them from damage. They require knowledge of waterproofing materials, techniques, and surface preparation to ensure effective and durable waterproofing solutions.

Key Tasks

Apply waterproofing materials accurately and uniformly, following manufacturer instructions and specifications.

Assess and prepare surfaces for waterproofing, ensuring they are clean, dry, and free of defects.

Communicate with the project supervisor and other tradespeople to coordinate waterproofing work within the overall job schedule.

Conduct tests to ensure the waterproofing system is effective and free of leaks.

Install additional waterproofing components, such as membranes, sealants, and drainage layers, as required.

Maintain a safe work environment, adhering to safety standards and using protective equipment.

Core Skills	Level
Collaboration and Teamwork	Basic
Communication	Basic
Critical Thinking	Basic
Literacy	Basic

Technical Skills
Application Techniques
Documentation and Record Keeping
Equipment and Tool Use
Installation of Waterproofing Components
Leak Detection and Testing
Material Selection and Handling Techniques
Safety Practice Compliance
Substrate Condition



AIR CONDITIONING TECHNICIAN

Sector: **Construction and Real Estate**

Job Family: **Construction Management**

Regulator: **The Supreme Council for Environment**

Licensing Requirements: **Environmental Refrigerant License (ERL – Bahrain)**

Job Description

The Air Conditioning Technician diagnoses, repairs, and maintains various types of air conditioning systems to ensure optimal performance and efficiency. They require a thorough understanding of Heating, Ventilation, and Air Conditioning (HVAC) principles, refrigeration cycles, and electrical systems, along with proficiency in using diagnostic tools and equipment.

Key Tasks
Conduct routine maintenance and servicing to prevent future malfunctions and ensure system efficiency.
Diagnose issues in air conditioning systems using diagnostic tools and equipment.
Ensure compliance with all relevant safety regulations and standards during repair and maintenance activities.
Maintain accurate records of repairs, maintenance, and inspections.
Perform repairs on faulty components such as compressors, fans, motors, and thermostats.
Provide recommendations to improve system performance and energy efficiency.
Recharge refrigerant levels in accordance with environmental regulations and manufacturer specifications.
Test repaired systems to verify functionality, efficiency, and adherence to safety standards.

Core Skills	Level
Collaboration and Teamwork	Intermediate
Communication	Intermediate
Literacy	Basic
Problem Solving	Intermediate

Technical Skills
Customer Service
Diagnostic Techniques
Electrical Systems
Energy Efficiency
Heating, Ventilation, and Air Conditioning (HVAC) Systems Knowledge
Labelling and Logging Practices
Record Keeping
Refrigerant Handling
Repair and Maintenance
Safety and Relevant Regulations Compliance
Tool and Equipment Use



TILE FIXER

Sector: **Construction and Real Estate**
 Job Family: **Construction Management**
 Regulator: **N/A**
 Licensing Requirements: **N/A**

Job Description

The Tile Fixer installs tiles on floors, walls, and other surfaces in various types of buildings. They require precision, a good eye for design, and knowledge of different tiling materials and adhesives. Tile Fixers must be able to read blueprints and follow specifications to ensure high-quality finishes that meet the client's expectation and durability standards.

Key Tasks
Apply grout between tiles, cleaning off excess to leave a neat finish.
Follow safety guidelines to prevent accidents and injuries on the job site.
Maintain tools and equipment used in tile installation.
Measure and cut tiles to fit designated spaces, using tools such as tile cutters and wet saws.
Mix and apply adhesives, setting tiles in place and ensuring they are properly aligned and spaced.
Prepare surfaces for tiling by cleaning, smoothing, and leveling them as necessary.

Core Skills	Level
Collaboration and Teamwork	Basic
Communication	Basic
Critical Thinking	Intermediate
Numeracy	Intermediate

Technical Skills
Adhesive Application
Grouting Techniques
Material Knowledge
Safety Practice Compliance
Surface Preparation
Tile Cutting and Fitting
Tool and Equipment Use



ELECTRICIAN

Sector: **Construction and Real Estate**

Job Family: **Construction Management**

Regulator: **Electricity and Water Authority**

Licensing Requirements: **Electrician License**

Job Description

The Electrician installs, maintains, and repairs electrical wiring, equipment, and fixtures. They ensure that work is in accordance with relevant codes and electrical systems are functioning safely and effectively. They require a thorough understanding of electrical systems and the ability to read and interpret electrical blueprints. They must be familiar with regulations for electrical installations issued by Electricity and Water Authority of the Kingdom of Bahrain.

Key Tasks
Direct and train workers to install, maintain, or repair electrical wiring or equipment.
Ensure that all work is completed to a high standard and in a timely manner.
Follow state and local building regulations based on the National Electrical Code.
Identify electrical problems using a variety of testing devices.
Inspect electrical components, such as transformers and circuit breakers, for safety and functionality.
Install and maintain wiring, control, and lighting systems.
Perform routine maintenance to ensure the effective operation of electrical systems.
Repair or replace wiring, equipment, or fixtures using hand tools and power tools.

Core Skills	Level
Collaboration and Teamwork	Basic
Communication	Basic
Critical Thinking	Basic
Planning and Organizing	Basic

Technical Skills
Blueprint Reading
Customer Service
Electrical Measurements
Electrical System Installation
Equipment and Tool Use
Repair and Maintenance
Safety Code and Relevant Regulation Compliance
Troubleshooting and Diagnostics



HEAD OF FACILITY MANAGEMENT

Sector: **Construction and Real Estate**

Job Family: **Facility Management**

Regulator: **N/A**

Licensing Requirements: **N/A**

Job Description

The Head of Facility Management strategizes the enhancement of facility operations while ensuring adherence to service standards and evaluating third-party services. They emphasize the implementation of Workplace Safety and Health (WSH) practices, environmental sustainability, and the strategic management of maintenance contracts and budget plans. The Head of Facility Management is expected to stay ahead of industry trends, analyze improvement initiatives' viability, and possess strong business acumen with a strategic and innovative outlook.

Key Tasks
Conduct thorough analysis of new technologies and continuous improvement initiatives for operational efficiency.
Create and impose standard operating procedures and guidelines for existing and new projects.
Foster a culture of safety and sustainability, ensuring all facility operations align with organizational and regulatory standards.
Implement and monitor organizational Workplace Safety and Health policies, Environmental Management System (EMS) standards, and green building strategies.
Lead strategic planning for facility improvement, leveraging data analytics for informed decision-making.
Maintain and enhance service delivery standards, building strong relationships with facility users and stakeholders.
Oversee the tendering process, from specification development to third-party service evaluations and contract management.
Review and manage budget plans, ensuring resource optimization and cost control.

Core Skills	Level
Communication	Advanced
Critical Thinking	Advanced
Digital Literacy	Intermediate
Initiative	Advanced
Numeracy	Advanced
Planning and Organizing	Advanced

Technical Skills
Asset Management
Building Information Modelling (BIM) Application
Building Management System (BMS) Implementation
Continuous Improvement Management
Cybersecurity and Emergency Response
Green Facilities Management
Inventory and Procurement Management
Maintenance Scheduling and Life Cycle Analysis
People and Stakeholder Management
Project Management and Risk Analysis



FACILITY MANAGER

Sector: **Construction and Real Estate**

Job Family: **Facility Management**

Regulator: **N/A**

Licensing Requirements: **N/A**

Job Description

The Facility Manager evaluates and ensures the operations of facilities are safe, functional, and compliant with environmental sustainability guidelines. They build trust and rapport with facility users, assess third-party service delivery performance, and implement Workplace Safety and Health (WSH) practices. The Facility Manager is responsible for developing tender specifications, sourcing quotations, developing maintenance contracts, and proposing budget plans for management review. With technical expertise in building maintenance, the Facility Manager leads facility teams toward excellent service delivery.

Key Tasks
Analyze maintenance data, submit technical and progress reports, and manage inventory for procurement.
Develop and manage maintenance contracts, Service Level Agreements (SLAs), and tender specifications.
Establish trust and rapport with facility users and assess third-party service delivery performance.
Evaluate facility operations, propose the use of smart facilities management technologies, and perform on-the-job coaching.
Implement quality standards for preventive and corrective maintenance works and ensure compliance with regulatory requirements.
Investigate Workplace Safety and Health (WSH) accidents, incidents, near misses, and propose improvement initiatives.
Propose and manage budget plans, monitor resources, and track employee productivity.
Review and implement safety, environmental sustainability, and standards guidelines.

Core Skills	Level
Collaboration and Teamwork	Advanced
Communication	Advanced
Digital Literacy	Intermediate
Initiative	Intermediate
Planning and Organizing	Advanced
Problem Solving	Advanced

Technical Skills
Asset and Building Management System Implementation
Business Performance Management
Continuous Improvement
Cybersecurity Measures
Data Analytics
Environmental Sustainability
Green Facilities Management
Inventory Control
Maintenance Planning
Project Management
Smart Facilities Management Technologies Integration
Stakeholder Engagement
Workplace Safety and Health (WSH) Compliance



ASSISTANT FACILITY MANAGER

Sector: **Construction and Real Estate**

Job Family: **Facility Management**

Regulator: **N/A**

Licensing Requirements: **N/A**

Job Description

The Assistant Facility Manager supports the Facility Manager in the operational management of facilities, ensuring effective maintenance, safety, and efficiency. They coordinate facility services, assist with budget management, and implement facility policies and procedures.

Key Tasks
Assist in coordinating the daily operations and maintenance of facility services, including Heating, Ventilation and Air Conditioning (HVAC), electrical, welding, plumbing, and security systems.
Assist in managing vendor and contractor relationships, ensuring quality service delivery.
Assist in responding to facility-related emergencies and incidents, ensuring timely and effective resolution.
Contribute to the implementation of energy efficiency and sustainability practices within the facility.
Help ensure facility compliance with health, safety, regulatory requirements.
Participate in the planning and execution of space management initiatives and facility projects.
Support the coordination of facility inspections and audits to identify maintenance needs and compliance issues.
Support the development and management of the facility budget, monitoring expenditures and assisting with contract management.

Core Skills	Level
Building Inclusivity	Advanced
Collaboration and Teamwork	Intermediate
Communication	Intermediate
Critical Thinking	Basic
Numeracy	Intermediate
Planning and Organizing	Intermediate

Technical Skills
Compliance and Safety Standards
Emergency Response Support
Energy Efficiency Initiatives
Facility Maintenance Coordination
Inspection and Audit Support
Project Support and Coordination
Space Planning Assistance
Vendor and Contractor Liaison



FACILITY TECHNICIAN

Sector: **Construction and Real Estate**

Job Family: **Facility Management**

Regulator: **N/A**

Licensing Requirements: **N/A**

Job Description

The Facility Technician ensures that facilities remain safe and functional through preventive and corrective maintenance activities. This role involves conducting technical troubleshooting for mechanical, electrical, and plumbing issues while adhering to quality, safety standards, regulations, and organizational Workplace Safety and Health (WSH) practices. As a skilled problem solver, the Facility Technician possesses the necessary technical knowledge for managing facility operations and maintenance. They may work at designated sites or be deployed to other properties or locations as needed.

Key Tasks
Conduct preventive and corrective maintenance works according to standards and regulations.
Conduct technical investigations in response to fault calls and provide summary reports on maintenance activities.
Engage in continuous improvement initiatives to enhance efficiency in time, cost, and quality management.
Ensure compliance with Environmental Management System (EMS) and Environmental Sustainability requirements.
Implement and control Building Management Systems (BMS) and maintain various facility systems such as air conditioning, plumbing, and electrical systems.
Liaise with and report to the facility manager to arrange for third-party service providers for maintenance.
Record work orders in the Building Management Systems (BMS) and maintain a logbook for work orders.
Report accidents, near misses, and incidents in line with Workplace Safety and Health (WSH) reporting practices to the facility manager.

Core Skills	Level
Collaboration and Teamwork	Basic
Communication	Basic
Literacy	Basic
Numeracy	Basic
Problem Solving	Basic

Technical Skills
Air Conditioning and Mechanical Ventilation Systems Maintenance
Building Management System Implementation and Control
Electrical and Electronic Systems Maintenance
Emergency Response Management
Facilities Shut-down and Re-start Procedures
Incident and Accident Reporting
Integrated Digital Delivery Application
Lift and Escalator Systems Maintenance
Personal Protective Equipment (PPE)
Quality System Management
Workplace Safety and Health Management



HEAD OF REAL ESTATE

Sector: **Construction and Real Estate**

Job Family: **Real Estate Management**

Regulator: **N/A**

Licensing Requirements: **N/A**

Job Description

The Head of Real Estate oversees the entire real estate portfolio of an organization. This executive position entails the development and implementation of comprehensive real estate strategies that align with the organization's overall business objectives. They manage a diverse portfolio, optimizing asset performance, leading property acquisitions and disposals, and ensuring regulatory compliance across all operations. The Head of Real Estate is also responsible for stakeholder management, including investors, tenants, and government entities, and must possess a deep understanding of market trends to drive growth and sustainability and accumulation of real estate market experience.

Key Tasks
Develop and implement strategic real estate plans that contribute to the organization's long-term objectives.
Ensure compliance with all regulatory requirements and real estate laws.
Lead the management team toward achieving the organization's goals and plans.
Lead the negotiation and execution of major property transactions, including acquisitions, disposals, and leases.
Manage relationships with key stakeholders, including investors, tenants, and government bodies.
Oversee financial, budgeting plans, risk, and mitigation plans for the organization.
Oversee market trends and data to inform strategic decisions and identify investment opportunities.
Oversee the management of the real estate portfolio, ensuring optimal performance of all assets.
Oversee the marketing plans and campaigns for new and existing projects.

Core Skills	Level
Collaboration and Teamwork	Advanced
Communication	Advanced
Critical Thinking	Advanced
Initiative	Advanced
Planning and Organizing	Advanced
Problem Solving	Advanced

Technical Skills
Asset Management
Compliance and Regulation
Financial Acumen
Market Trend Knowledge
Risk Management
Stakeholder Engagement
Strategic Planning
Transaction Management



OPERATIONS MANAGER

Sector: **Construction and Real Estate**

Job Family: **Real Estate Management**

Regulator: **N/A**

Licensing Requirements: **N/A**

Job Description

The Operations Manager in Real Estate develops, implements, and monitors day-to-day operational systems and processes aimed at providing clear visibility into the key initiatives' goals, progress, and obstacles. They build and maintain strong relationships with department heads, external partners, and vendors. They facilitate informed decision-making regarding operational activities and strategic goals. The Operations Manager plans, monitors, and analyzes key metrics to ensure the efficient and timely completion of tasks, while also implementing process improvements to maximize output and minimize costs. The Operations Manager ensures compliance with organizational policies, standards and legislative regulations.

Key Tasks
Assist in developing and implementing organizational strategies, goals, and objectives for efficient operations.
Conduct periodic property visits and inspections to assess performance against goals.
Create Key Performance Indicators (KPIs) and Key Result Areas (KRAs) to enable evaluation of property manager performance regularly, providing feedback and areas for improvement.
Determine optimal resource and staffing allocations.
Monitor property manager performance relative to Strategic Business Plan strategies and budgeted objectives.
Provide ongoing training and share real estate knowledge with property managers.
Provide orientation and initial training for property managers.
Support acquisitions of new contracts and properties.
Support property managers in negotiating leases, service contracts, and annual budgets.
Work with property managers, sales, and leasing teams to establish written goals and objectives aligned with the Strategic Business Plan.

Core Skills	Level
Adaptability	Advanced
Collaboration and Teamwork	Advanced
Communication	Advanced
Critical Thinking	Advanced
Initiative	Advanced
Planning and Organizing	Advanced

Technical Skills
Budget and Financial Management
Contract Negotiation and Management
Health and Safety Compliance
Maintenance Oversight
Operational Strategy Development
People and Performance Management
Property Management Systems



PROPERTY MANAGER

Sector: **Construction and Real Estate**

Job Family: **Real Estate Management**

Regulator: **Real Estate Regulatory Authority**

Licensing Requirements: **As per the Real Estate Regulatory Authority requirements**

Job Description

The Property Manager manages the daily operations of residential, commercial, or industrial properties. This role involves ensuring the properties are well maintained, secure, profitable, and adhere to Real Estate Regulatory Authority (RERA) regulations. The Property Manager acts as the primary liaison between property owners, tenants, and service providers. Responsibilities include overseeing lease administration, property maintenance, and tenant relations. They must ensure compliance with property laws and regulations, manage budgets, and report on financial performance.

Key Tasks

Conduct regular property inspections to ensure proper maintenance, security, and health and safety.

Coordinate with vendors and contractors for services and renovations.

Develop and manage property budgets and financial reporting.

Ensure compliance with all relevant laws, regulations, and lease agreements.

Manage tenant relations, including lease administration, complaints, and inquiries.

Oversee and coordinate all property maintenance and repair activities.

Core Skills	Level
Collaboration and Teamwork	Intermediate
Communication	Intermediate
Planning and Organizing	Advanced
Problem Solving	Advanced
Initiative	Intermediate
Digital Literacy	Intermediate

Technical Skills
Financial Reporting
Lease Management
Maintenance Coordination
Property Inspection
Regulatory Compliance
Tenant Management
Vendor Management



OWNERS ASSOCIATION MANAGER

Sector: **Construction and Real Estate**

Job Family: **Real Estate Management**

Regulator: **Real Estate Regulatory Authority**

Licensing Requirements: **As per the Real Estate Regulatory Authority requirements**

Job Description

The Owners Association Manager oversees the management of residential or commercial properties on behalf of the owners' association. Responsibilities include overseeing day-to-day operations, ensuring compliance with legal requirements, and upholding high standards of property maintenance and services. Acting as a liaison between property owners and service providers, the Manager coordinates maintenance tasks, manages budgets, and facilitates effective communication within the association. Additionally, the Owners Association Manager is responsible for all activities related to the Board of the Association, maintaining independence from developers or owners, adhering to lawful instructions, and disclosing any conflicts of interest. The primary objective is to uphold project standards and values while protecting clients' investments.

Key Tasks
Conduct regular property inspections to identify issues and plan preventative maintenance.
Ensure compliance with all legal, regulatory, and contractual obligations pertaining to owners' association management.
Manage financial aspects of the owners' association, including budgeting, billing, and collection of service charges.
Manage inquiries and resolve conflicts effectively by acting as the central liaison among the owners' association board, property owners, and vendors.
Organize and facilitate Annual General Meetings (AGM) and Extraordinary General Meetings (EGM), preparing agendas and ensuring effective communication of decisions.
Oversee and coordinate maintenance and repair work to ensure owners' association upkeep and compliance with health and safety standards.

Core Skills	Level
Collaboration and Teamwork	Intermediate
Communication	Intermediate
Digital Literacy	Intermediate
Initiative	Advanced
Planning and Organizing	Advanced
Problem Solving	Advanced

Technical Skills
Budget Management
Compliance and Regulatory Knowledge
Maintenance Coordination
Property Inspection
Reporting and Documentation
Service Charge Administration and Collection
Stakeholder Communication and Management
Strategic Planning



SALES BROKERAGE MANAGER

Sector: **Construction and Real Estate**

Job Family: **Real Estate Management**

Regulator: **Real Estate Regulatory Authority**

Licensing Requirements: **As per the Real Estate Regulatory Authority requirements**

Job Description

The Sales Brokerage Manager leads and manages the sales brokerage team within a real estate organization. They strategize and execute sales plans to maximize property sales, develop client relationships, and ensure compliance with regulatory standards. The Sales Brokerage Manager works closely with marketing, legal, and finance teams to facilitate smooth sales transactions and enhance customer satisfaction.

Key Tasks
Analyze market trends and competitor activity to adjust sales strategies and maintain a competitive edge.
Coordinate with marketing teams to ensure effective promotion and visibility of properties.
Develop and implement effective sales strategies to achieve sales targets for various properties.
Ensure adherence to all regulatory requirements and ethical standards within the sales process.
Foster strong relationships with clients, including property buyers and sellers, to enhance service quality and client satisfaction.
Lead and manage the sales brokerage team, providing training, support, and guidance to ensure high performance.
Manage and resolve any issues or conflicts that arise during the sales process.
Oversee sales transactions, ensuring accuracy, compliance, and smooth progression from initial inquiry to closing.

Core Skills	Level
Collaboration and Teamwork	Advanced
Communication	Advanced
Critical Thinking	Advanced
Numeracy	Advanced
Planning and Organizing	Advanced
Problem Solving	Advanced

Technical Skills
Client Relationship Management
Financial Acumen
Marketing Collaboration
Negotiation Skills
Real Estate Market Analysis
Regulatory Compliance
Sales Process Management
Sales Strategy and Execution



SALES BROKERAGE OFFICER

Sector: **Construction and Real Estate**

Job Family: **Real Estate Management**

Regulator: **Real Estate Regulatory Authority**

Licensing Requirements: **As per the Real Estate Regulatory Authority requirements**

Job Description

The Sales Brokerage Officer facilitates property sales within the real estate sector, assisting clients in buying or selling properties. They require conducting property viewings, negotiating offers, and managing the sales transaction process, with a strong focus on market knowledge, property analysis, and sales negotiation techniques.

Key Tasks
Assist clients with property buying or selling, providing market insights and listings.
Conduct property viewings, highlighting key features and benefits.
Deliver exceptional client service throughout the sales process.
Maintain records of listings, transactions, and client interactions.
Manage sales documentation, ensure transaction compliance and report to the manager.
Monitor market trends, property values, and regulatory changes.
Negotiate sales agreements to secure favorable terms for all parties.
Work with marketing to promote listings and attract buyers.

Core Skills	Level
Adaptability	Basic
Communication	Advanced
Initiative	Intermediate
Literacy	Basic
Numeracy	Intermediate
Problem Solving	Basic

Technical Skills
Client Relationship Management
Customer Service
Documentation and Compliance
Market Analysis
Negotiation Skills
Property Presentation
Property Sales Techniques
Record Keeping



LEASING BROKERAGE MANAGER

Sector: **Construction and Real Estate**

Job Family: **Real Estate Management**

Regulator: **Real Estate Regulatory Authority**

Licensing Requirements: **As per the Real Estate Regulatory Authority requirements**

Job Description

The Leasing Brokerage Manager oversees the leasing operations within a real estate organization, focusing on maximizing occupancy rates and ensuring optimal lease terms for both commercial and residential properties. They lead the leasing team, develop and implement leasing strategies, negotiate lease agreements, and maintain positive relationships with tenants and property owners.

Key Tasks
Build and maintain strong relationships with tenants, property owners, and other stakeholders to ensure high levels of satisfaction and retention.
Collaborate with stakeholders including property management, individual owners and marketing teams to promote available properties and attract prospective tenants.
Conduct market research to stay informed about market trends, rental rates, and competitor strategies.
Develop and implement effective leasing strategies to maximize occupancy rates and rental income.
Ensure all leasing activities comply with regulatory requirements and industry best practices.
Lead and manage the leasing team, providing direction, training, and support to achieve leasing targets.
Negotiate lease terms and agreements, ensuring they are competitive and in alignment with market conditions and company policies.
Resolve any leasing related issues or disputes efficiently and professionally.

Core Skills	Level
Collaboration and Teamwork	Advanced
Communication	Advanced
Critical Thinking	Advanced
Numeracy	Advanced
Planning and Organizing	Advanced
Problem Solving	Advanced

Technical Skills
Client Relationship Management
Financial Acumen
Lease Negotiation and Administration
Leasing Strategy Development
Market Analysis
Marketing Collaboration
Property Knowledge
Regulatory Compliance
Tenant and Landlord Relations



LEASING BROKERAGE OFFICER

Sector: **Construction and Real Estate**

Job Family: **Real Estate Management**

Regulator: **Real Estate Regulatory Authority**

Licensing Requirements: **As per the Real Estate Regulatory Authority requirements**

Job Description

The Leasing Brokerage Officer facilitates leasing transactions for properties. They work with landlords and tenants to negotiate lease terms, manage property listings, conduct property viewings, and ensure all leasing activities comply with relevant legal and regulatory standards. The Leasing Brokerage Officer must have a solid understanding of the leasing market, tenant requirements, and effective negotiation strategies.

Key Tasks
Collaborate with property management teams to ensure properties meet leasing standards.
Conduct property listing and market research for the available properties.
Conduct viewings for potential tenants, highlighting property features and benefits.
Keep ahead of market trends and regulatory changes affecting the leasing sector, and report to the management.
Maintain records of leasing transactions, tenant inquiries, and property availability.
Manage property listings for lease.
Negotiate lease terms and agreements between landlords and tenants to ensure fair and beneficial arrangements.
Prepare and process leasing documentation, ensuring accuracy and compliance with legal standards.
Provide advisory services to landlords and tenants on leasing matters, including market rates and legal obligations.

Core Skills	Level
Adaptability	Basic
Communication	Intermediate
Empathy	Basic
Initiative	Intermediate
Numeracy	Intermediate
Problem Solving	Basic

Technical Skills
Client Advisory Services
Documentation Management
Financial Acumen
Leasing Negotiation
Legal and Regulatory Compliance
Market Analysis
Property Marketing
Property Presentation
Property Standards Compliance
Record Keeping



VALUATION MANAGER

Sector: **Construction and Real Estate**

Job Family: **Real Estate Management**

Regulator: **Real Estate Regulatory Authority**

Licensing Requirements: **As per the Real Estate Regulatory Authority requirements**

Job Description

The Valuation Manager oversees the valuation of real estate properties, including residential, commercial, and industrial. This role involves managing a team of valuation professionals, ensuring accurate and compliant property appraisals, and providing expert advice on property valuation matters. The Valuation Manager collaborates with various stakeholders, including developers, investors, and financial institutions, to provide valuations that support property transactions, financing, and investment decisions. They must stay ahead of market trends, regulatory changes, and best practices in real estate valuation.

Key Tasks
Analyze market trends and data to inform valuation methods and outcomes.
Collaborate with stakeholders to provide valuation services for transactions, financing, and investment analysis.
Develop and implement valuation policies and procedures to enhance efficiency and consistency.
Ensure adherence to regulatory standards and best practices in property valuation.
Manage and mentor a team of valuation officers, ensuring high standards of accuracy and compliance.
Oversee and conduct property valuations for a variety of real estate assets.
Report the performance of the department and market trends to higher management.

Core Skills	Level
Collaboration and Teamwork	Advanced
Communication	Advanced
Critical Thinking	Advanced
Digital Literacy	Advanced
Numeracy	Advanced
Planning and Organizing	Advanced

Technical Skills
Appraisal Standards
Financial Analysis
Market Analysis
Policy Development
Regulatory Compliance
Stakeholder Engagement
Valuation Methodologies



VALUATION OFFICER

Sector: **Construction and Real Estate**

Job Family: **Real Estate Management**

Regulator: **Real Estate Regulatory Authority**

Licensing Requirements: **As per the Real Estate Regulatory Authority requirements**

Job Description

The Valuation Officer assesses the value of residential and commercial properties based on various factors such as location, condition, and market trends. They conduct site visits, research property records, and analyze market data to provide accurate and reliable property valuations. The Valuation Officer works closely with valuation managers, real estate agents, and clients to deliver valuation reports that inform property transactions, investment, and financial reporting. Attention to detail, analytical skills, and a deep understanding of the real estate market are important for this position.

Key Tasks

Analyze comparable property sales and rentals to determine market value.
Collaborate with real estate agents, surveyors, and other professionals in the valuation process.
Conduct site inspections to assess property conditions and gather relevant data for valuation.
Ensure compliance with industry standards and regulatory guidelines in all valuation activities.
Prepare detailed valuation reports for a variety of purposes, including sales, financing, and investment analysis.
Research property records, title documents, and market trends to support valuation assessments.

Core Skills

Level

Collaboration and Teamwork	Intermediate
Communication	Basic
Critical Thinking	Advanced
Digital Literacy	Intermediate
Numeracy	Advanced
Planning and Organizing	Advanced

Technical Skills

Comparative Market Analysis
Data Collection and Analysis
Documentation Management
Financial Analysis
Market Analysis
Property Inspection
Regulatory Compliance
Report Writing



HEAD OF ENGINEERING

Sector: **Construction and Real Estate**

Job Family: **Engineering Consultancy**

Regulator: **The Council for Regulating the Practice of Engineering Professions (CRPEP)**

Licensing Requirements: **As per The Council for Regulating the Practice of Engineering Professions (CRPEP)**

Job Description

The Head of Engineering leads the Engineering department within a construction and real estate organization, overseeing all engineering activities including civil, mechanical, and electrical projects. They plan, direct, and coordinate engineering efforts to ensure project objectives are achieved efficiently and in compliance with all regulations and standards. The Head of Engineering must possess a broad understanding of engineering disciplines, project management skills, and the ability to lead and inspire a team of Engineering Professionals.

Key Tasks
Collaborate with other departments, clients, and stakeholders to align engineering projects with overall business goals.
Develop and implement engineering strategies and policies to achieve organizational objectives.
Ensure engineering projects comply with legal standards, environmental regulations, and safety requirements.
Lead and mentor the Engineering team managers, fostering a culture of continuous improvement and professional development.
Manage the engineering department's budget, resources, and timelines to maximize efficiency and effectiveness.
Oversee the planning, design, and execution of civil, mechanical, and electrical engineering projects.
Stay ahead of technological advancements and industry trends to drive innovation within the organization.

Core Skills	Level
Building Inclusivity	Advanced
Communication	Advanced
Critical Thinking	Advanced
Empathy	Advanced
Initiative	Advanced

Technical Skills
Budget and Resource Management
Coaching and Mentorship
Continuous Improvement
Multidisciplinary Engineering Knowledge
Project Management
Regulatory Compliance
Risk Management



MECHANICAL, ELECTRICAL, AND PLUMBING MANAGER

Sector: **Construction and Real Estate**

Job Family: **Engineering Consultancy**

Regulator: **The Council for Regulating the Practice of Engineering Professions (CRPEP)**

Licensing Requirements: **As per The Council for Regulating the Practice of Engineering Professions (CRPEP)**

Job Description

The Mechanical, Electrical, and Plumbing Manager oversees the designs, installation, and maintenance of mechanical, electrical, and plumbing systems in construction projects. They coordinate with project teams, ensuring compliance with codes and standards, and managing the integration of Mechanical, Electrical, and Plumbing systems with other building components.

Key Tasks
Conduct site inspections to monitor the progress and quality of Mechanical, Electrical, and Plumbing works.
Coordinate with Architects, Civil Engineers, and Construction Managers to ensure Mechanical, Electrical, and Plumbing systems are integrated seamlessly with the overall project design.
Ensure Mechanical, Electrical, and Plumbing designs comply with all relevant codes, standards, and environmental regulations.
Manage a team of Mechanical, Electrical, and Plumbing Engineers and Technicians, providing guidance and support to achieve project goals.
Manage project documentation related to Mechanical, Electrical, and Plumbing systems, including design drawings, specifications, and operation manuals.
Monitor Troubleshooting procedures for Troubleshoot Mechanical, Electrical, and Plumbing system issues, providing technical solutions to complex problems.
Supervise Oversee the installation of Mechanical, Electrical, and Plumbing systems, ensuring work is completed to the highest quality standards and within budget.

Core Skills	Level
Adaptability	Intermediate
Collaboration & Teamwork	Advanced
Critical Thinking	Advanced
Empathy	Intermediate
Planning & Organising	Intermediate

Technical Skills
Compliance with Codes and Standards
Installation Supervision
Mechanical, Electrical, and Plumbing Software Proficiency
Mechanical, Electrical, and Plumbing System Design and Integration
Project Management
Quality Assurance
Sustainability Practices
Technical Communication



CIVIL ENGINEERING MANAGER

Sector: **Construction and Real Estate**

Job Family: **Engineering Consultancy**

Regulator: **The Council for Regulating the Practice of Engineering Professions (CRPEP)**

Licensing Requirements: **As per The Council for Regulating the Practice of Engineering Professions (CRPEP)**

Job Description

The Civil Engineering Manager oversees the Civil Engineering team, leading projects that involve infrastructure development, construction, and maintenance. They encompass managing project planning, design, execution, and compliance with engineering standards and regulations. The Civil Engineering Manager is responsible for coordinating with other departments, contractors, and stakeholders to ensure projects are delivered on time, within budget, and to the required quality standards.

Key Tasks
Collaborate with Architects, Contractors, Engineers and other stakeholders to coordinate project activities and resolve issues.
Conduct site visits and inspections to monitor projects' progress and adherence to design specifications.
Ensure compliance with all applicable engineering codes, standards, and regulations.
Identify and mitigate project risks, implementing contingency plans as necessary.
Lead the planning, design, and execution of civil engineering projects, ensuring alignment with organizational goals and client requirements.
Manage a team of Civil Engineers and Technicians, providing guidance, support, and professional development opportunities.
Oversee projects' budgets, schedules, and resources, implementing strategies to maximize efficiency and effectiveness.
Review and approve projects' designs, reports, and documentation, ensuring accuracy and quality.

Core Skills	Level
Adaptability	Intermediate
Collaboration and Teamwork	Advanced
Critical Thinking	Advanced
Empathy	Intermediate
Planning and Organizing	Intermediate

Technical Skills
Budget and Resource Allocation
Civil Engineering Principles
Design and Analysis Tools
Project Management
Quality Assurance
Regulatory Compliance
Risk Management
Stakeholder Collaboration



CIVIL ENGINEER

Sector: **Construction and Real Estate**

Job Family: **Engineering Consultancy**

Regulator: **The Council for Regulating the Practice of Engineering Professions (CRPEP)**

Licensing Requirements: **As per The Council for Regulating the Practice of Engineering Professions (CRPEP)**

Job Description

The Civil Engineer plans, designs, constructs, and maintains structures and infrastructure essentials for the organization. They ensure that project designs are compliant with industry standards and regulations while considering environmental and safety factors.

Key Tasks
Assess potential construction sites and evaluate possible risks and challenges.
Collaborate with multi-disciplinary engineering teams to ensure project goals and specifications are met.
Conduct feasibility studies to determine the viability of proposed construction projects.
Develop detailed designs for construction projects, such as plants, pipelines, well pads, and other facilities.
Ensure all projects adhere to Health, Safety, and Environment regulations.
Monitor and assess the durability and performance of existing infrastructure.

Core Skills	Level
Adaptability	Intermediate
Collaboration and Teamwork	Intermediate
Digital Literacy	Intermediate
Numeracy	Intermediate
Planning and Organizing	Intermediate
Problem Solving	Intermediate

Technical Skills
Construction Management
Feasibility Analysis
Health, Safety and Environment Compliance
Infrastructure Design
Infrastructure Monitoring
Multi-Disciplinary Collaboration
Project Management
Regulatory Compliance
Site Assessment



MECHANICAL ENGINEER

Sector: **Construction and Real Estate**

Job Family: **Engineering Consultancy**

Regulator: **The Council for Regulating the Practice of Engineering Professions (CRPEP)**

Licensing Requirements: **As per The Council for Regulating the Practice of Engineering Professions (CRPEP)**

Job Description

The Mechanical Engineer analyzes, designs, and maintains mechanical systems and components. They ensure the safe and efficient operation of machinery and mechanical systems, considering industry-specific requirements and standards.

Key Tasks
Collaborate with other engineers and professionals on multi-disciplinary projects.
Conduct mechanical simulations and tests to evaluate system performance.
Design and develop mechanical equipment and systems for energy production.
Ensure compliance with Health, Safety and Environment standards and regulations in all mechanical operations.
Oversee installation, operation, and maintenance of mechanical systems.
Participate in root cause analysis for mechanical failures and recommend corrective actions.

Core Skills	Level
Adaptability	Intermediate
Collaboration and Teamwork	Intermediate
Numeracy	Intermediate
Digital Literacy	Intermediate
Planning and Organizing	Basic
Problem Solving	Intermediate

Technical Skills
Continuous Learning
Cross-Disciplinary Collaboration
Health, Safety and Environment Compliance
Mechanical System Design
Mechanical System Installation
Mechanical System Maintenance
Mechanical Testing and Simulation
Regulatory Compliance
Root Cause Analysis



ELECTRICAL ENGINEER

Sector: **Construction and Real Estate**

Job Family: **Engineering Consultancy**

Regulator: **The Council for Regulating the Practice of Engineering Professions (CRPEP)**

Licensing Requirements: **As per The Council for Regulating the Practice of Engineering Professions (CRPEP)**

Job Description

The Electrical Engineer focuses on the study, design, and application of equipment, devices, and systems that use electricity, electronics, and electromagnetism. They design, develop, test, and supervise electrical equipment deployment, ensuring that installations and systems conform to standards and customer requirements.

Key Tasks
Collaborate with other engineers and stakeholders to define project specifications and requirements.
Conduct research to innovate and improve existing electrical systems.
Design and develop electrical systems and solutions for various energy projects.
Inspect and test the installation, operation, and performance of electrical equipment for safety and functionality.
Oversee project installations and ensure compliance with industry standards and regulations.
Provide technical support to team members and clients, clarifying queries related to electrical systems.
Review electrical engineering plans and make modifications as required.
Troubleshoot and rectify electrical issues and failures, ensuring minimal downtime.

Core Skills	Level
Adaptability	Intermediate
Collaboration and Teamwork	Intermediate
Digital Literacy	Intermediate
Numeracy	Intermediate
Planning and Organizing	Intermediate
Problem Solving	Intermediate

Technical Skills
Budgetary Estimation
Electrical Installation Testing
Electrical System Design
Equipment Testing
Plan, Review and Modification
Project Collaboration
Regulatory Compliance
Research and Innovation
Technical Support
Troubleshooting



CAD (COMPUTER-AIDED DESIGN) TECHNICIAN

Sector: **Construction and Real Estate**

Job Family: **Engineering Consultancy**

Regulator: **N/A**

Licensing Requirements: **N/A**

Job Description

The CAD (Computer-Aided Design) Technician interprets engineers' calculations and specifications and uses design and modeling software for the preparation of drawings and models. They identify relevant design data and highlight design issues where applicable. CAD (Computer-Aided Design) Technician work closely with engineers to resolve design issues. They possess high detail orientation and adhere to Engineering calculations and regulations as dictated by engineering designs.

Key Tasks

Collaborate with Architects to produce the 3D model of the project based on schematics.

Create drawings, schematics, and 3D models based on engineering designs and calculations.

Identify and report possible design conflicts to the engineering team.

Interpret engineering calculations for dimensioning in technical drawings to support project designs.

Core Skills	Level
Collaboration and Teamwork	Basic
Communication	Intermediate
Digital Literacy	Advanced
Initiative	Intermediate

Technical Skills
3D Modelling
CAD (Computer-Aided Design) Technician Software Proficiency
Engineering Drawing, Design Specifications, Interpretation and Management
Knowledge of Industry-Specific Technologies
Symbology Proficiency



HEAD OF ARCHITECTURE AND DESIGN

Sector: **Construction and Real Estate**

Job Family: **Architectural Consultancy and Design**

Regulator: **The Council for Regulating the Practice of Engineering Professions (CRPEP)**

Licensing Requirements: **N/A**

Job Description

The Head of Architecture and Design guides the architectural and design vision across a portfolio of construction and real estate projects. They oversee design principles, architectural integrity, and innovation in project development. The Head of Architecture and Design collaborates closely with project Managers, Engineers, and stakeholders to ensure design objectives are aligned with client needs, budget constraints, and regulatory requirements. They lead a team of Architects and Designers, fostering creativity, sustainability, and efficiency in every project phase from conception to completion.

Key Tasks
Collaborate with cross-functional teams to integrate architectural designs with engineering and construction plans.
Define and implement the architectural and design strategy for all projects, ensuring alignment with overall business objectives.
Drive innovation in design processes and methodologies to enhance project outcomes and sustainability.
Ensure compliance with all relevant regulations, standards, and best practices in architecture and design.
Lead and mentor a team of architects and designers, promoting a culture of innovation and excellence.
Oversee the progress of the development and review of architectural designs against client needs, and sustainability goals.

Core Skills	Level
Building Inclusivity	Advanced
Communication	Intermediate
Initiative	Advanced
Problem Solving	Advanced

Technical Skills
Architectural Vision
Design Innovation
Project Management
Quality Assurance
Regulatory Compliance
Stakeholder Management
Strategic Planning
Sustainability Principles



DESIGN MANAGER

Sector: **Construction and Real Estate**

Job Family: **Architectural Consultancy and Design**

Regulator: **N/A**

Licensing Requirements: **N/A**

Job Description

The Design Manager oversees and coordinates the design aspects of architectural construction and landscaping projects. They oversee the development of design concepts, ensure integration with engineering and construction requirements, and maintain adherence to project timelines, budgets, and quality standards.

Key Tasks
Communicate effectively with clients, stakeholders, and team members, providing regular updates on design progress and decisions.
Ensure compliance with Bahrain Building Codes throughout the design process.
Foster innovation and creativity within the design team, encouraging the adoption of new techniques and technologies.
Liaise with Engineering and Construction teams to ensure design concepts are feasible and integrated seamlessly with technical and construction aspects.
Manage a team of Architects, Interior Designers, and other Design Specialists, facilitating collaboration and ensuring high-quality design output.
Monitor and oversee project progress, addressing design-related issues and making adjustments to meet deadlines and budgets.
Oversee the design process from concept through completion, aligning designs with client needs and project specifications.
Review and approve design documents, ensuring they meet regulatory standards and client expectations.

Core Skills	Level
Adaptability	Advanced
Collaboration and Teamwork	Advanced
Communication	Advanced
Critical Thinking	Advanced
Digital Literacy	Intermediate
Planning and Organizing	Advanced

Technical Skills
Architectural and Construction Integration
Design Coordination
Design Innovation
Design Review and Approval
Project Management
Regulatory Compliance
Technical Software Proficiency



ARCHITECT

Sector: **Construction and Real Estate**

Job Family: **Architectural Consultancy and Design**

Regulator: **The Council for Regulating the Practice of Engineering Professions (CRPEP)**

Licensing Requirements: **As per The Council for Regulating the Practice of Engineering Professions (CRPEP)**

Job Description

The Architect contributes to the pre-design, design, development, and documentation phases of architectural projects. Responsible for obtaining work approvals and ensuring design compliance with regulatory standards, the Architect contributes to the organization's improvement initiatives and emphasizes environmental sustainability. With a strong foundation in aesthetics, analytical skills, and industry knowledge, the Architect collaborates with specialists, effectively communicates with various stakeholders, and acts by the The Council for Regulating the Practice of Engineering Professions (CRPEP) regulations and ethical standards. The role demands creativity, organizational skills, and problem solving abilities, with work conducted in-office and on-site.

Key Tasks
Conduct pre-design work, feasibility studies, and develop designs that meet client briefs, budgets, and regulatory requirements.
Lead design development, resolve technical issues, and ensure compliance with codes and standards.
Meet with clients to understand their needs and requirements and convert those to designs and proposals.
Obtain necessary work approvals, permits and adhere to the project schedules.
Oversee the construction process, ensuring design and construction compliance with authorities' requirements.
Oversee the production of Issued-For-Construction (IFC) drawings and manage team activities for efficient project delivery.
Present and communicate designs to clients to ensure satisfaction.

Core Skills	Level
Adaptability	Intermediate
Collaboration and Teamwork	Intermediate
Communication	Intermediate
Planning and Organizing	Intermediate
Problem Solving	Intermediate

Technical Skills
3D Modelling and Visualization
Architecture Design and Aesthetic Sensibility
Building Information Modelling (BIM) Application
Construction Technology
Continuous Improvement Management
Contract Administration
Design for Maintainability, Safety, and Manufacturing and Assembly
Material Studies
Project Management
Site Analysis
Technical Presentation
Use of Software (2D and 3D)



LANDSCAPE DESIGNER

Sector: **Construction and Real Estate**

Job Family: **Architectural Consultancy and Design**

Regulator: **The Council for Regulating the Practice of Engineering Professions (CRPEP)**

Licensing Requirements: **As per The Council for Regulating the Practice of Engineering Professions (CRPEP)**

Job Description

The Landscape Designer plays an important role in landscape design projects, from initial pitches to final implementation. They research new design ideas, test feasibility, and effectively communicate potential designs to various stakeholders. The Landscape Designer collaborates with internal and external parties to develop design plans, concepts, and prototypes, ensuring the final design meets client requirements. Responsibilities include coordinating project implementation and overseeing progress to align with design plans. Working in a collaborative environment, the Landscape Designer balances research, design, and project oversight, staying informed on the latest trends and employing mastery in design fundamentals and technical skills to push the boundaries of landscape design.

Key Tasks
Conduct pre-design work, feasibility studies, and develop designs based on client briefs, budgets, and regulatory compliance.
Conduct primary and secondary research for data gathering and insight generation with regards to landscape elements selection, suppliers and prices.
Incorporate environmental sustainability and green building methods in design proposals.
Lead design presentations, manage design processes, and facilitate construction in compliance with approved design.
Obtain necessary work approvals and develop comprehensive project schedules.
Oversee project handover, ensuring designs and constructions meet all necessary standards and client expectations.
Select the appropriate landscape elements, understand the maintainability and utilities requirements.

Core Skills	Level
Adaptability	Intermediate
Collaboration and Teamwork	Intermediate
Communication	Intermediate
Critical Thinking	Intermediate
Planning and Organizing	Intermediate

Technical Skills
3D Modelling
Aesthetic and Design Sensibility
Design for Safety
Design Standards and Specifications
Green Building Strategy Implementation
Material Studies and Production Processes
Services Management (Utilities, Water, Drainage)
Stakeholder Management
Technical Drawing and Specification



INTERIOR DESIGNER

Sector: **Construction and Real Estate**

Job Family: **Architectural Consultancy and Design**

Regulator: **The Council for Regulating the Practice of Engineering Professions (CRPEP)**

Licensing Requirements: **As per The Council for Regulating the Practice of Engineering Professions (CRPEP)**

Job Description

The Interior Designer contributes to all phases of design projects, from concept generation to project implementation. They execute research, develop new design ideas, test prototypes, and translate research insights into tangible design outcomes. They also participate in material selection by installation methods and techniques. The Interior Designer collaborates closely with a team, staying informed of industry trends and applying deep business acumen to meet organizational needs. With a strong foundation in design fundamentals and technical skills, the Interior Designer works on multiple projects simultaneously, meeting tight deadlines and delivering according to expectations.

Key Tasks
Communicate the results of design tests and project implementations to stakeholders.
Conduct primary and secondary research for data gathering and insight generation regarding material selection, suppliers, and prices.
Generate new design concepts, models, prototypes and assess feasibility in terms of cost and availability.
Manage the selection of materials in preparation for design presentations and production.
Participate in material selection by understanding the installation techniques to ensure achievable design implementation.
Prepare design plans, specifications, and visualizations to communicate research outcomes.

Core Skills	Level
Adaptability	Intermediate
Collaboration and Teamwork	Intermediate
Communication	Intermediate
Critical Thinking	Intermediate

Technical Skills
3D Modelling and Visualization
Aesthetic and Design Sensibility
Cultural Sensitivity in Design
Design Creation, Development, and Sketching
Design Thinking Practice
Digital and Physical Prototyping
Empathetic and User Experience Design
Material Studies
Technical Drawing and Specification
Technical Presentation



URBAN PLANNER

Sector: **Construction and Real Estate**

Job Family: **Architectural Consultancy and Design**

Regulator: **The Council for Regulating the Practice of Engineering Professions (CRPEP)**

Licensing Requirements: **As per The Council for Regulating the Practice of Engineering Professions (CRPEP)**

Job Description

The Urban Planner shapes urban and suburban landscapes, ensuring sustainable, functional, and user experience. They analyze land use, assess environmental impacts, and consult with public officials, developers, and the public on development plans and strategies. Urban Planners create comprehensive plans that address the current and future needs of communities, focusing on aspects like zoning, transportation, and community facilities. They employ a variety of data, including demographic statistics, environmental studies, and economic trends, to make informed decisions that promote orderly and sustainable growth.

Key Tasks

Collaborate with public officials, developers, and the community to discuss and refine development proposals.

Conduct site inspections and environmental impact assessments to inform planning decisions.

Develop and implement urban planning strategies that cater to the current and future needs of communities.

Monitor and ensure compliance with local planning, zoning, and environmental regulations.

Prepare and present reports and plans to regulatory bodies, stakeholders, and the public.

Utilize Geographic Information System (GIS) and other planning software to analyze data and create visual representations of development plans.

Core Skills

Level

Adaptability	Intermediate
Building Inclusivity	Intermediate
Collaboration and Teamwork	Intermediate
Critical Thinking	Intermediate
Planning and Organizing	Intermediate

Technical Skills

Data Analysis
Environmental Impact Assessment
Geographic Information System GIS and Planning Software
Regulatory Compliance
Report Writing and Presentation
Stakeholder Engagement
Strategic Planning
Urban Planning Principles
Zoning Regulations



CONTRACTS MANAGER (CONTRACTING)

Sector: **Construction and Real Estate**

Job Family: **Contractual Consultancy**

Regulator: **The Council for Regulating the Practice of Engineering Professions (CRPEP)**

Licensing Requirements: **As per The Council for Regulating the Practice of Engineering Professions (CRPEP) - Certificate to be implemented and accredited by The Chartered Institute of Building CIOB and The Royal Institution of Chartered Surveyors RICS**

Job Description

The Contracts Manager (Contracting) spearheads the processes of measurement and tender documentation in construction projects. This involves the strategic implementation of procurement strategies, tender evaluations, and contract recommendations. They are involved in cost management, from estimation to final account endorsements, and are instrumental in cash flow forecasting and contract administration. With a focus on risk mitigation and dispute resolution, the Contracts Manager (Contracting) drives technology adoption and process improvements within the team. They demand a strategic mindset, analytical skills, and a strong foundation in industry practices and technology, such as Building Information Modelling (BIM).

Key Tasks
Champion the use of Building Information Modelling (BIM) and other technologies to enhance measurement and construction practices.
Endorse cost reports, plans, and cash flow projections to ensure financial accuracy and efficiency.
Facilitate collaboration with stakeholders and provide strategic insights on cost, procurement, and project progress.
Implement and oversee policies for risk reduction, payment regimes, and claims administration.
Implement procurement strategies and manage tender evaluation processes to select suitable contractors and subcontractors.
Lead benchmarking initiatives and adopt life cycle costing for comprehensive project assessments.
Prepare contract forms and manage pre-qualification processes for tendering.

Core Skills	Level
Adaptability	Advanced
Communication	Advanced
Critical Thinking	Advanced
Initiative	Advanced
Planning and Organizing	Advanced
Problem Solving	Advanced

Technical Skills
Building Information Modelling (BIM)
Construction Technology
Contract Administration
Cycle Costing and Building Work Measurement
Data Analysis
Dispute Resolution
Feasibility Assessment and Costing
Integrated Digital Delivery (IDD)
Procurement Coordination
Risk Management



COMMERCIAL MANAGER

Sector: **Construction and Real Estate**

Job Family: **Contractual Consultancy**

Regulator: **The Council for Regulating the Practice of Engineering Professions (CRPEP)**

Licensing Requirements: **As per The Council for Regulating the Practice of Engineering Professions (CRPEP) - Certificate to be implemented and accredited by The Chartered Institute of Building (CIOB) and The Royal Institution of Chartered Surveyors (RICS)**

Job Description

The Commercial Manager reports and oversees all aspects related to contracts, costs, and procurement within construction projects. They provide critical analysis of measurements, tender documentation review, procurement strategy implementation, tender evaluations, cost estimation, risk mitigation, and cash flow forecasting. The Commercial Manager plays a key role in post-contract administration, dispute resolution, and customer relationship management, liaising with Contractors, Specialists, and Subcontractors to ensure resource plans are effectively developed and monitored for cost and profitability. They must possess strong analytical, leadership, and communication skills, being detail oriented and adept at problem solving. Work environments vary between the office and on-site locations depending on project requirements.

Key Tasks
Analyze and review cost reports, cost plans, and detailed budgeting to maintain financial control over projects.
Comprehend and utilize Building Information Modelling (BIM) and other technologies to enhance measurement and construction practices.
Conduct benchmarking and pre-qualification activities to ensure competitive and negotiated tendering.
Lead project meetings, manage stakeholder expectations, and facilitate dispute resolution strategies when required.
Liaise with contractors, specialists, and subcontractors to ensure resource plans are effectively developed and monitored for cost and profitability.
Liaise with relevant stakeholders to review the contract terms when applicable.
Manage cost adjustment exercises and negotiations with tenderers, ensuring alignment with project margins and profitability.
Oversee final account settlements, variation cost claims assessments and contractual risk evaluations.
Review and evaluate tender documentation and returns, implementing procurement strategies effectively.

Core Skills	Level
Adaptability	Intermediate
Communication	Advanced
Digital Literacy	Advanced
Numeracy	Advanced
Planning and Organizing	Intermediate
Problem Solving	Advanced

Technical Skills
Building Information Modelling (BIM) Application
Business Development and Negotiation
Construction Technology and Continuous Improvement Management
Contract Administration and Management
Data Analysis
Dispute Resolution and Ethical Climate Management
Legal and Regulatory Compliance



QUANTITY SURVEYOR

Sector: **Construction and Real Estate**

Job Family: **Contractual Consultancy**

Regulator: **The Council for Regulating the Practice of Engineering Professions (CRPEP)**

Licensing Requirements: **As per The Council for Regulating the Practice of Engineering Professions (CRPEP) - Certificate to be implemented and accredited by The Chartered Institute of Building (CIOB) and The Royal Institution of Chartered Surveyors (RICS)**

Job Description

The Quantity Surveyor plays a critical role in the financial and contractual aspects of construction projects. They measure work, draft tender documents, prepare cost estimates, and manage all cost-related aspects of construction projects. From initial calculations to final figures, the Quantity Surveyor ensures that the project remains on budget and adheres to all regulatory guidelines. They understand the construction processes and materials.

Key Tasks
Attend project meetings, cost planning, and benchmarking activities to optimize project value.
Communicate effectively with the line manager and project parties, ensuring clarity in cost-related matters and payment regimes.
Draft and prepare tender documents and conditions of contract for competitive or negotiated tendering.
Establish procurement strategies and evaluate tender for best value and compliance.
Evaluate completed work and tasks related to the site and arrange for payments to contractors.
Manage cost control and contract administration, including claims management and final account settlements.
Prepare detailed cost estimates and conduct cost analysis for design alternatives and construction methods.
Utilize Building Information Modelling (BIM) and other software such as AutoCAD for accurate quantity extraction and measurements.

Core Skills	Level
Collaboration and Teamwork	Basic
Communication	Basic
Critical Thinking	Basic
Digital Literacy	Intermediate
Numeracy	Intermediate

Technical Skills
Building Information Modelling (BIM)
Construction Technology
Cycle Costing and Building Work Measurement
Data Analysis
Feasibility Assessment
Integrated Digital Delivery (IDD)
Procurement Coordination
Software (AutoCAD, CostX, Rivet, Micro-Station)
Technical Writing