

JOB DESCRIPTION

Position: PROCESS CONTROL MANAGER

JOB PURPOSE:

The Process Control Manager will determine that all costs of project incurred are appropriate. He/She works with all stakeholders to assess high-risk elements and suggest ways to better manage those risks. He/She assures the processes, procedures, policies are applied correctly and efficiently.

LEVEL: Manager

REPORTING LINE: Senior Finance Manager / Managing Director / Group CFO

KEY RESPONSIBILITIES AND ACCOUNTABILITIES:

- Independently set up and manage the compliance for projects throughout the entire project cycle from risk assessment to final inspection finding communication as well as periodic follow-up on improvement status, if any.
- Organizational capability establishment activities, including but not limited to data analytics and application, enriching the depth and breadth of each transaction cycle, drafting reuseable inspection procedures, training materials development, etc.
- Contribute and help management for controlling from planning, pre-construction to final implementation for all activities relating to construction budget of projects.
- Assess the effectiveness of internal controls to prevent and detect fraud, errors, and inefficiencies for construction procurement process including contractor evaluation, qualification, bidding, negotiation, supervision, acceptance, and disqualification.
- Facilitate cross-functional internal control enhancement project if/when appropriate.
- Conduct training related to internal control, risk assessment, etc.
- Coordinate company-wide activities such as annual control assessment, streamlining policy/procedure/SOP, internal control maturity assessment, etc.
- Performs other related duties as required or assigned.

QUALIFICATIONS:

Required Skills & Qualifications:

1. Education:

- A bachelor's or master's degree in civil engineering and construction management.
- Professional certificates such as Professional Civil Engineer or equivalence.

2. Experience:

- Over 07 years of working experience and at least 04 years of related experience in civil constructions, construction science, construction management, or related field as supervisor/manager.
- Deep involvement in large-scale construction project management in the aspects of planning, cost, schedule, contract, regulations compliance, quality, and safety.
- Prior internal or external auditing experiences or assignments with similar job nature (e.g., construction quality auditing) at manager level is a big plus.

- The intellectual capacity to master new subject domains, and drive, diligence, endurance, tenacity to deliver impactful business results.

3. Skills:

- Good project management skills, ability to lead, facilitation as well as to follow in a strong teamwork environment; sound judgment when facing ambiguity.
- Effective in interpersonal skills, change management, and conflict resolution.
- Proficient written/verbal communication skills in English from the shopfloor to the board level is a plus.

4. Key Performance Indicators (KPIs):