

<b>SKILLS FRAMEWORK FOR ENGINEERING SERVICES</b> <b>SKILLS MAP – ASSISTANT ENGINEER/OFFICER (PROJECT DEVELOPMENT)</b>		
<b>Sector</b>	Engineering Services	
<b>Track</b>	Project Development	
<b>Occupation</b>	Associate Professional and Technician	
<b>Job Role</b>	<b>Assistant Engineer/Officer (Project Development)</b>	
<b>Job Role Description</b>	<p>The Assistant Engineer/Officer (Project Development) performs relevant research, data collection and coordination to support opportunity identification, business case development, project specification and planning phases. He/She prepares draft project proposal, project requirements and project plans. He coordinates with internal teams to identify permit requirements and legislative pre-requisites, and gathers data to support project estimation activities. He prepares project-related documentation for internal and external stakeholders.</p> <p>He preferably has an engineering background and is able to address technical queries that arise during the course of his duties. He is a good team player and comfortable in engaging and interacting with internal and external stakeholders. He is able to multi-task in a fast-paced work environment. He may be expected to travel occasionally and work after office hours.</p>	
<b>Critical Work Functions and Key Tasks</b>	<b>Critical Work Functions</b>	<b>Key Tasks</b>
	Drive project origination and development	Perform research on markets and customer segments for data on project opportunities and tenders
		Gather data to support assessment of alternative project solutions
		Support economic, social and environmental impact assessment for proposed projects
		Gather data for building business case and project proposals or tender responses
	Develop project specification	Prepare draft project scope, goals and objectives
		Analyse customer or tender data to prepare draft project requirements
		Determine relevant internal and external project stakeholders
		Gather data on permit and approval requirements for compliance with regulatory and legislative pre-requisites
Record and maintain project-related documentation		
	Gather data from technical experts for estimation of project costs, resources and projected cash-flows	

	Conduct project planning and estimation	Support identification of baseline budget, schedules and project success metrics		
		Prepare draft project deliverables and work breakdown structure		
		Support development of project plans for project execution, risk management, quality control and safety management		
<b>Skills &amp; Competencies</b>	<b>Technical Skills &amp; Competencies</b>		<b>Generic Skills &amp; Competencies (Top 5)</b>	
	Building Information Modelling Application	Level 3	Communication	Basic
	Business Negotiation	Level 3	Computational Thinking	Basic
	Business Proposal Writing	Level 3	Teamwork	Basic
	Continuous Improvement Management	Level 2	Interpersonal Skills	Intermediate
	Data and Statistical Analytics	Level 2	Problem Solving	Intermediate
	Environmental Management System Framework Development and Implementation	Level 2		
	Hazards and Risk Identification and Management	Level 2		
	Market Research	Level 3		
	Programme Management	Level 1		
	Project Risk Management	Level 3		
	Stakeholder Management	Level 3		
	Technical Writing	Level 2		
	Technology Application	Level 2		
<b>Programme Listing</b>	For a list of Training Programmes available for the Engineering Services sector, please visit: <a href="http://www.skillsfuture.sg/skills-framework/engineeringservices">www.skillsfuture.sg/skills-framework/engineeringservices</a>			

The information contained in this document serves as a guide.