# Atheeb Intergraph Saudi Company

# Commercial Labor Rate 2019

| Commercial Category | Commercial Job Title | Commercial Rate/Hour (US $) |
|---|---|---|
| MEL A -EPM | Executive Manager Technical<br>Executive Program Manager<br>Executive Consultants<br>Executive Financial Consultants | 764 |
| MEL B - SSC | Senior System Consultant<br>Senior Program Manager<br>Senior Development Manager<br>Senior Financial Consultants | 328 |
| MEL C - SC | System Consultant<br>Development Manager<br>Program Manager<br>Technical Manager<br>Financial Consultant | 214 |
| MEL D - SAE | Senior Application Engineer<br>Senior Application Programmer<br>Senior Application Developer<br>Senior Hardware Engineer<br>Senior System Analyst<br>Senior Systems/Network Engineer<br>Implementation Engineer | 81 |
| MEL E - AE | Application Engineer<br>Application Programmer<br>Application Developer<br>Hardware Engineer<br>System Analyst<br>Systems/Network Engineer<br>Administrator<br>English/Arabic Translator | 67 |
| MEL F - TRD | Trainer<br>Documentation Specialist<br>Technical Writer | 129 |
| MEL G - JE | Jr. Hardware Engineer<br>Jr. Programmer<br>GIS Technician<br>Jr. Systems Engineer<br>Jr. Programmer<br>Jr. System Analyst | 41 |
| MEL H - AA | Administrative Assistant<br>Administration Supervisor<br>Administration Clerk | 23 |
| MEL I - TB | Tea Boy<br>Driver<br>Peon | 10 |

**Job Title:**      **Executive Program Manager**
**Job Code:**      **MEL A - EPM**

    a. Summary: Responsible for customer-contract development projects or customer-contract systems/services implementation projects. Oversees financial operations, scheduling requirements, resource and staffing requirements, and integration efforts for one or more project plan(s). Will act as the primary project interface to the customer to ensure the overall project plan and contractual commitments are met. Receives assignments in the form of project objectives and will be responsible for meeting pre-defined costs and target dates. Provides progress report updates to upper management. May coordinate or manage multiple projects, multiple project managers, or one or more group(s) of employees that support project needs. If the employee is performing in a direct people-management role, responsibilities will include the review and evaluation of work performance of subordinates, and making recommendations for salary changes, promotions, terminations, and leaves of absence, and implementing and administering Company policies and procedures. If the employee is acting as a technical or team leader with no authority of the project team, then the mentioned management responsibilities will not apply.

    b. Training and Experience: Bachelors Degree in a related field with 20 or more years of applicable experience. Masters Degree or other advanced certification is preferred. Experience with big projects is must.

**Job Title:**      **Senior Program Manager**
**Job Code:**      **MEL B – SSC**

    a. Summary: Responsible to Supervises Program Managers in assigned accounts providing orientation, mentoring and training. Assumes responsibility for the efficient and profitable management of services in the accounts of Program Managers under their supervision. Ensures the highest standard of services is consistently provided. Oversees completion of annual performance appraisals of the staff within accounts of the Program Managers under their supervision. Supports Program Managers in personnel management including hiring/terminating of therapy staff. Ensures Program Managers' compliance for completing facility reports on a weekly and monthly basis. Assists Area Director in annual budget preparation. Assumes responsibility for meeting annual budget goals as set by the Area Director. Assists Area Director in identifying and securing new contracts. Assists Area Director in managing key customer relationships. Performs other related duties as required.

    b. Training and Experience: Bachelors Degree in a related field with 10 or more years of applicable experience. Masters Degree or other advanced certification is preferred.

**Job Title:**      **Program Manager**
**Job Code:**      **MEL C - SC**

a. Summary: Responsible for planning & managing technical programs to meet specific objectives or goals. Providing leadership for the software, hardware and network project team. Coordinate resources with other functions. Identify tasks, determine dependencies, identify and assign specific resources, communicate expectations to team members, obtain task effort and duration estimates from team members, and create/track the project schedule. Review user and technical requirements for completeness and clarity. Ensure requirements are understood by sub-contractors. Providing software status reports to management. Identify and propose solutions for program execution problems. Monitor progress against schedule. Assess risk and identify issues.

b. Training and Experience: Bachelor of Degree in related field with 8 or more years of applicable experience. Experience with implementing open code concepts. Experience with XML and data structure standardization. Experience in hardware and CISCO network implementation. Well developed written and verbal communications skills. Demonstrated strong analytical skills

**Job Title:** **Senior Application Engineer**
**Job Code:** **MEL D - SAE**

a. Summary: responsible for designs, develops, documents, tests and debugs applications software and systems that contain logical and mathematical solutions. Conducts multidisciplinary research and collaborates with equipment designers and/or hardware engineers in the planning, design, development, and utilization of electronic data processing systems for product and commercial software. Determines computer user needs; analyzes system capabilities to resolve problems on program intent, output requirements, input data acquisition, programming techniques and controls; prepares operating instructions; designs and develops compilers and assemblers, utility programs, and operating systems. Ensures software standards are met.

b. Training and Experience: Bachelor's in Computer Science or Computer Engineering and a minimum of 5 years work experience developing software solutions. Qualification includes a working understanding of Microsoft and/or Linux operating systems, knowledge of various network protocols, multi-threaded applications, and algorithm development. This position requires frequent use and application of technical standards, principles, theories, concepts and techniques.

**Job Title:** **Implementation Engineer**
**Job Code:** **MEL D - SAE**

a. Summary: Responsible to create configurations according to our technical standards, configure and test network equipment, provide assistance for installations and help resolve technical issues arising during implementation. Ensure all site and service installation details are checked and corrected at time of installation – Liaise with customers to clarify technical details and provide the customer updates regarding their implementation or change requests– Completion of customer change requests, meeting customer committed

dates and service level agreements in line with the change requested. Implementation: Support systems updated at time of installation– ensure that all data is updated, complete and accurate within our systems, in order to maintain data integrity of operational and administrative support databases– updating of network management systems to allow the Network Management Centre to effectively manage and support the new or upgraded network.  Experience that demonstrates progressively responsible technical assignments in support of telecommunications/information systems, access or transport is required.

b.  Training and Experience: Bachelors Degree in a related field with 5 or more years of applicable experience.  Technical understanding and experience with Telecommunications technology, WAN solutions, IP/VPN, routing protocols and Cisco routing and switching hardware platforms.  Ability to operate effectively in a fast-paced entrepreneurial environment is essential. Fully competent with PC's and standard software packages MS-Word, Excel, Access, MS-Project and PowerPoint. - Experience with LANs and the UNIX operating systems.

**Job Title:** **Application Engineer**
**Job Code:** **MEL E - AE**

c.  Summary: responsible for designs, develops, documents, tests and debugs applications software and systems that contain logical and mathematical solutions.  Conducts multidisciplinary research and collaborates with equipment designers and/or hardware engineers in the planning, design, development, and utilization of electronic data processing systems for product and commercial software.  Determines computer user needs; analyzes system capabilities to resolve problems on program intent, output requirements, input data acquisition, programming techniques and controls; prepares operating instructions; designs and develops compilers and assemblers, utility programs, and operating systems. Ensures software standards are met.

d.  Training and Experience: Bachelor's in Computer Science or Computer Engineering and a minimum of 2 years work experience developing software solutions.  Qualification includes a working understanding of Microsoft and/or Linux operating systems, knowledge of various network protocols, multi-threaded applications, and algorithm development. This position requires frequent use and application of technical standards, principles, theories, concepts and techniques.

**Job Title:** **System/Network Engineer**
**Job Code:** **MEL E - AE**

a.  Summary: Responsible for troubleshooting and resolving hardware, software, system and network issues. Able to install, upgrade, repair, move, and replace desktops, laptops, and peripherals.  Installing, configuring and maintaining all aspects of Microsoft Small Business Server 2003 and Windows Server 2003-based networks, including Active Directory, Group Policy, DNS, IIS, RRAS, and Exchange.  Knowledge of Windows XP client operating systems and centralized management and troubleshooting techniques.

Installing, configuring, and managing network equipment including firewalls, switches, and wireless access points. Experience with Sonic WALL firewalls and supporting VPN tunnels and multi-office WAN infrastructures and supporting Terminal Services, thin-client architectures, and supporting users in these environments. Provide technical support and problem resolution for unfamiliar software and hardware and understanding of business networking protocols and internet connectivity. Able generate and maintain clear technical documentation and support records. Superior organizational, communication, problem-solving, and analytical skills

b. Training and Experience: Bachelors Degree in a related field with 5 or more years of applicable experience.

**Job Title:**      **English Arabic Translator**
**Job Code:**      **MEL E - AE**

a. Summary: responsible to translate & proof read official documents such as legal contracts, agreements, technical and financial reports & statements. Translate and revise business correspondences, market researches, promotional materials, press releases, brochures & advertisements. Translate feasibility studies of various projects as well as the monthly bulletin of the company. Draft, edit, and translate interoffice memos, circulars and other documents when required. Type the translated works in both English and Arabic. Coordinate with other Departments/ Divisions for their translation needs.

b. Training and Experience: Bachelor's degree in English Language and Translation or a similar field and must possess the following requirements 8 to 10 years experience in a similar function. Excellent verbal and written communication skills in Arabic and English. Computer literacy (especially in MS Office Package). Good organizational skills. Ability to work proactively, methodically, accurately and neatly. Good editorial and writing skills.

**Job Title:**      **GIS Engineer**
**Job Code:**      **MEL E - AE**

a. Summary: responsible to support the design, development and implementation of Geographic Information System (GIS) solutions to provide decision support to Project Management. Develop and maintain spatial databases, analysis of spatial data, imagery analysis and interpretation, feature extraction, quality control, quality assurance, and related activities. Utilizes multiple software, including GIS core products; computer aided design (CAD) software (AutoCAD, Microstations): GPS platforms; programming (Visual Basic, C++, SQL, XML, Java, ASP, ASP.NET).

b. Training and Experience: Bachelor's Degree in Geographic Science or a related scientific field and a minimum of 4 years work experience.

**Job Title:**       **Trainer**
**Job Code:**      **MEL F - TRD**

a. Summary: responsible to work at introductory performance level, conducting and applying geographic information system skills and knowledge to environmental and utility project. Utilizes GIS and GPS hardware and software to develop, design, and maintain spatial databases and thematic data. Creates, adjusts, corrects, manages, converts and distributes various forms of geospatial data, namely reports, charts, tables, maps in hardcopy and electronic formats. Assists in the design, development and maintenance of geospatial databases of information; documents procedures, validates data for accuracy and completeness, completes approved metadata forms and produces maps of the resulting information. Evaluates information and data from outside sources to determine the quality of data. Translates data from outside sources and converts data for use in completing the objectives of client for the GIS project. Obtains field data using GPS software and hardware. Import, creates, reforms and processes data to produce spatial maps for various studies. Facilitates spatial analysis, data manipulation, calculates distances and area of features and other needed analysis. Participates in advanced training, attends seminars and conferences to attain greater expertise and skills in geospatial database structures and design, spatial analysis, programming languages, and computer skills.

b. Training and Experience: Bachelor's degree in Geography Science or Computer Science with a GIS emphasis. Ability to understand methods and techniques in developing maps and developing, designing, and maintaining geodatabases and presenting strong attention to detail. Ability to communicate effectively, both orally and in writing as well as possession of good listening skills and note taking ability.

**Job Title:**       **Documentation Specialist**
**Job Code:**      **MEL F - TRD**

a. Summary: responsible to plans, directs, and coordinates preparation of project documentation, such as engineering drawings, production specifications and schedules, and contract modifications, to ensure customer contract requirements are met: Reviews contract to determine documentation required for each phase of project, applying knowledge of engineering processes. Schedules due dates for specifications, software, technical manuals, and other documents. Monitors status of project to ensure documentation is submitted according to schedule. Reviews and verifies project documents for completeness, format, and compliance with contract requirements. Submits project documentation to management for approval, and transmits approved documents to customer. Confers with engineers, managers, customers, and others to discuss project, prepare documents, or modify contract schedules.

b. Training and Experience: Bachelor's Degree in Computer Science or related scientific field and a minimum of 5 years work experience.