

## Job Description

### 1. Post details

<b>Job Title:</b>	Delivery Project Manager	<b>Salary Level</b>	USD \$35,000-40,000 pa plus success based remuneration package
<b>Reports to:</b>	Legal Representative / Infrastructure Manager	<b>Level of Responsibility:</b>	Management
<b>Location:</b>	Bogota	<b>Issue Date:</b>	28 <sup>th</sup> March 2013

### 2. Summary of requirement

We have an exciting opportunity for a Bogota based, Spanish and English speaking professional with experience of setting up large scale new freight transport operations, to assist an international consortium to deliver a new train operation in Colombia. We are seeking a Delivery Project Manager that will ensure the successful delivery of this project on time, to budget and to the highest quality. The individual must have a degree from a leading University and a project management qualification. Salary: USD \$3,000 ~ \$3,500 per month depending on level and experience, plus performance bonus.

### 3. Background

Holdtrade Atlantico has been formed by a partnership of Iowa Pacific Holdings of USA and Holdtrade of UK, with the strategic support of the South African rolling stock (locomotives and wagons) manufacturer Transnet Engineering.

#### 3.1 Holdtrade

The Holdtrade Group is a multinational company which has been successfully providing specialist services for the railway and mining industries across UK and Africa over the past 25 years. Each of our companies operate autonomously based on the experience and expertise of our teams. Our specialist services include everything from the supply of materials and rolling stock to project management, funding and technical support.

HOLDTRADE now operate worldwide but we originally started operating as an independent European rail supply specialist in the early 1970's, with specific emphasis on all aspects of Railway, Port and Mining. We've enjoyed great success in servicing these sectors, including the installation, rehabilitation and maintenance of transport systems.

Our team has grown considerably over the years, but our skills remain specialised and we like to build long-term relationships with our clients, both local and international. We have offices around the world but we operate mainly out of the UK, Germany, Ghana, Chile and recently Colombia.

#### 3.2 Iowa Pacific Holdings

Iowa Pacific Holdings (IPH) was formed in March 2001 to acquire railroads and create rail-related businesses. IPH has successfully acquired and operated nine railroads in the USA and three in the UK – whilst working to increase their value to rail customers and the communities they serve, through improvements in services, facilities and equipment.

IPH management is a diverse group, collectively with hundreds of years of rail-industry experience. IPH managers have backgrounds with class I railroads, shortlines, Amtrak, railroad supply, intermodal, trucking companies; transloading, car repair and much more. With such wide-ranging expertise, IPH is uniquely capable of devising creative solutions to transportation problems.

IPH continuously seeks opportunities to increase rail freight business on its railroads through growth of existing traffic, adding contiguous lines, relocation of new customers on-line or in conjunction with trucking to non-rail-served sites.

## **4. Role**

### **4.1 Purpose of the Job**

Holdtrade Atlántico is currently developing the expansion of its railway operations in South America. One aspect of the expansion is setting up a train operating company to move freight over the sections of track planned to be rehabilitated in Colombia in the next two years. These flows will be over distances between 250km and 770km. Potential clients with over 10m tonnes of freight per annum have been identified over multiple rail corridors. We are seeking a multi lingual (Spanish / English) experienced Delivery Project Manager to join our team to ensure that all deliverables for this project are met in a timely and professional manner. The individual will be core to the success or failure of this multi-million dollar project and will be expected to carry out a range of roles to ensure that the whole project is successfully completed.

### **4.2 General Job Specification:**

- Manage the successful delivery of profitable individual train operation companies in the agreed timescales.
- Coordinate the multinational offices in the delivery of the project (Bogota, Chicago, London and Johannesburg).
- Liaise with the cargo generators, agree requirements and ensure that they requirements are captured and delivered by the project.
- Recognise, support and capitalise on individual differences in workstyles, personalities, cultures and values to maximise team performance and effectively achieve and team goals.
- Utilise proven project management tools and processes to ensure project quality/control.
- Ensure that efficiencies are maximised within the portfolio of operations.
- Identify, analyse, mitigate and proactively respond to project, financial and operational risks; both real and anticipated.
- Contribute to the strategy and delivery of train operation companies.
- Co-ordinate teams, foster teamwork, encourage sharing of expertise and experience across multiple train operating projects, organisations and functions.
- Ensure that documentation is circulated and logged correctly.
- Availability to travel extensively in Colombia.
- Availability for occasional travel to the United Kingdom, United States of America and South Africa.
- Capable of managing contacts and relationships with key interfaces such as customer owners, Governmental Institution officials, Vice-presidents and presidents of organisations.

### **4.3 Principal Activities:**

- Act as Delivery Project Manager for all aspects of the projects.
- Be responsible for the production of the Project Management Plans/Project Initiation Documents (how the successful train operations will be delivered).
- Be responsible for the production of the Business Plan (how the train operations will function).
- Co-ordinate and ensure all financial requirements are successfully completed to raise project finance, including supporting the due diligence process.

- Ensure that the project risk, opportunity and stakeholder registers are created and maintained.
- Communicate project status effectively and appropriately to convey key messages and escalate issues as appropriate.
- Assist Holdtrade Atlántico's directors in tasks as required on an adhoc basis.
- Responsible for the organisation and successful working of meetings between the stakeholders.
- Manage and co-ordinate project critical delegations, meetings and field trips for the project and maintain the project diary.
- Ensure all required licenses and permits are granted in line with the programme.

#### 4.4 Education Experience & Qualifications

- University degree in engineering or management from a leading Institution.
- Bi-lingual (Spanish & English). Very strong oral and written communications skills.
- Project qualifications such as Project Management Professional (PMP) or higher, PRINCE 2, Agile, or equivalent.
- Membership of professional body such as PMI, APM or Colombian Equivalent.
- Experience of project management
- Highly proficient in all Microsoft Office products including Project, modern IT systems such as skype, cloud storage, gmail etc.
- Demonstrable interpersonal skills.

#### 4.5 Desirable Experience

- Experience in delivering new logistics based businesses in a transportation environment; Road, Railway, Sea or Air.
- Previously work with an English speaking multi-national or has lived (studied/worked) in an English speaking country.
- Previous railway experience would be highly advantageous.

#### 5. Contact with Others

Customers  
 Holdtrade  
 Iowa Pacific  
 Transnet Engineering  
 Ferminac  
 FENOCO  
 ANI  
 Ministry of Transportation  
 Other key stakeholders

#### 6. Contract

3 months' probation then permanent contract

#### 7. Authorisation Details

<b>Prepared by</b>	Marcus Mayers	<b>Date</b>	28 <sup>th</sup> March 2013
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<b>Authorised by:</b>		<b>Date</b>	
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<b>Post Holder Signature:</b>		<b>Date</b>	
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