# JOB DESCRIPTION

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| **Position Title** | Passenger Processing System Engineer |
| **Job Code** | |
| **Job Description Author** | |
| **Sector** | International Airports |
| **Business / Function** | |
| **Department / Sub Department** | IT |
| **Designation** | Engineer |
| **Job Responsibility Level** | Engineer level |
| **Location** | Crete, Greece |
| **Date** | 01 Feb 2025 |

## 1. JOB PURPOSE

To support the package manager on Passenger Processing System (CUPPS, CUSS, SBD, BRS, PRS, MDS) design, installation, integration, testing and commissioning at Crete Airport.
The responsibility involves supporting the package manager to manage and deliver the system design, Installation, integration, integration, testing, commissioning, and handover of the system to the client.

## 2. KEY ACCOUNTABILITIES

To ensure the successful delivery of the Crete Airport ICT project.

| Key Accountabilities | Key Performance Indicators (KPIs) |
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| System design phase (CUPPS, CUSS, PRS, BRS, SBD, MDS) | ▪ Work with all the stakeholders to understand airport operational needs and translate them into requirements. <br><br> ▪ Support package manager for recording the requirements collected from the clients and stakeholders and incorporating them into the design and sign-off and approvals. <br><br> ▪ Collaborate with sub-system providers and collect the interface requirements to deploy and integrate applications with airport infrastructure. <br><br> ▪ Support Package manager to do design value engineering. <br><br> ▪ Support package manager in line with Greek and European standards. |

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| | ▪ Review the design provided by the vendor and attend the meetings. |
| System Installation Phase | ▪ Monitor and report the works executed in line with design and local & international standards.<br><br>▪ Coordinate and manage the sub-contractor's day-to-day works and make sure the contractor meets the project timeline.<br><br>▪ Coordination with other services and resolve site-level issues.<br><br>▪ Monitoring the site-level material status and validating the material delivered in line with the contract.<br><br>▪ Report the daily/Weekly progress of works to the reporting manager.<br><br>▪ Coordinate with non-IT contractors for the readiness of IT-related fronts for installation.<br><br>▪ Support package manager to keep the system's schedule under control. |
| Stakeholder Management | ▪ Close coordination for requirement collection and sign-off.<br><br>▪ Close coordination for testing and commissioning and integration of IT systems.<br><br>▪ Coordinate for getting design approvals, necessary permits and procedures to start at the site.<br><br>▪ Follow up with the system provider for design, ICD and all project-related document delivery on time.<br><br>▪ Coordination with Client, sub-contractors, IE, Airlines, police, and other airport stakeholders.<br><br>▪ Coordinate and conduct all the tests as per the requirement.<br><br>▪ Coordinate and arrange training as per the requirement. |
| Ensure Quality, Maintaining Technical Standards | ▪ Managing the Quality of materials and workmanship.<br><br>▪ Inspection of equipment, systems and materials on arrival at site and verification of quantities.<br><br>▪ Routine and random quality checks and quantity verification.<br><br>▪ Maintenance of approved samples. |

## 3. INTERACTIONS

| **External** - Designers, consultants, Clients & IE, sub-contractors, Airline, Concessionaires, Police, Airport external stakeholders and Authorities | **Internal -** Management, Employees and partners |
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## 4. SKILLS AND KNOWLEDGE

**Educational Qualifications**

Bachelor's degree

**Relevant and total years of Experience**

- Minimum 5 years of experience in executing projects
- Good knowledge of Airport systems (CUPPS, CUSS, BRS, MDS, FIDS, AODB, ACDM & IMB)
- Existing exposure in projects or operations in the above systems
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team