

Job Description: Maintenance Manager

Responsibilities:

- Supervise and lead all maintenance processes and operations.
- Track expenses and oversee the budget for maintenance.
- Maintain all machinery, equipment and packages to ensure it's at working standards.
- Create and implement maintenance procedures.
- Conduct regular inspections of the facilities to detect and resolve problems.
- Plan and manage all repair and installation activities.
- Ensure all department workers adhere to the safety policies and procedures.
- Assign repair schedules and evaluate repair cost estimates.
- Document and prepare daily progress reports and maintenance logs.
- Oversee equipment stock and place orders for new supplies when necessary.

Requirements:

- Acceptable English Skills (especially speaking)
- Bachelor of science or equivalent qualification.
- A minimum of 15 years' experience in maintenance.
- Previous managerial experience is a bonus.
- Good understanding of the technical features of rotary equipment, civil works, instrument and electrical systems.
- Strong knowledge facilities machines and equipment.
- Excellent organizational and leadership abilities.
- Exceptional communication and interpersonal skills.

Job Description: Operation Manager

Responsibilities:

- Leads and directs all activities for plant location by performing the following duties personally or through subordinate supervisors, technicians and operators.
- Provide leadership to Plant associates insuring corporate goals and values.
- Prepare operational schedules and coordinate manufacturing activities to ensure production and quality of product meets specifications.
- Review production and operating reports and resolves operational, manufacturing, and maintenance problems to ensure minimum costs, prevent operational delays and reduce scrap.
- Develop or revise standard operational and working practices and observe operators to ensure compliance with standards.
- Resolve associate issues. Compile, store, and document all procedures and specifications relating to assigned programs and projects.
- Ensure that all company policies and procedures are communicated appropriately.
- Ensure physical plant facility, environmental systems and all equipment are maintained in accordance with company standards.
- Mentor, coach and develop staff. Manages Plant subordinates, operators and Shift responsibilities tasks and activities for wellheads, facility and control room.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Requirements

- A proven track record in similar roles with 10 years' minimum experience, at least 5 years must have been in the oil and gas industry.
- Problem solving abilities.
- Excellent communication and interpersonal skills.
- Able to communicate effectively in both verbal and written English
- Fully experienced in working with safety management systems with an understanding of local safety management regulations
- Computer literate with ability to use Microsoft: Outlook, Word, Excel, PowerPoint

Job Description: HSE Manager

Responsibilities:

- Trains employees in emergency response roles and responsibilities, organizes emergency drills and exercises
- Support the operation in the successful implementation and promotion of Company policies and procedures
- Demonstrate HSE leadership through positive behaviour and attitude towards HSE
- Provide advice on HSE strategies, arrangements and issues relating to all aspects of operations as per recognized industry best practices
- Develop and maintain HSE procedures and Risk Management Plans
- Support the development of site risk registers demonstrating
- Evaluate site and project Environmental Impact Assessments
- Support the development of site waste management plans and monitor performance
- Monitor site hygiene inspections and support the development of occupational health monitoring regimes
- Support HSE training initiatives and advise on the levels of HSE competence
- Coach/mentor HSE team in all aspects of their duties
- Undertake site inspections and audits with a focus on HSE arrangements and compliance.
- Support the enforcement of site rules and regulations
- Daily, Weekly and Monthly reports to the Management regarding HSE activity highlights
- Actively participate in scheduled HSE meetings
- Other HSE related duties and tasks at the discretion of the line manager

Requirements

- Professional HSE qualification
- Able to communicate effectively in both verbal and written English
- A proven track record in similar roles with 10 years minimum experience, at least 5 years must have been in the oil and gas industry
- Fully experienced in working with safety management systems with an understanding of local safety management regulations
- Understanding of oil and gas production equipment, processes and maintenance
- Computer literate with ability to use Microsoft: Outlook, Word, Excel, PowerPoint
- Exhibits and maintains excellent working relationships with all staff

Job Description: Civil Engineer

Responsibilities:

Job Description

- Manage, design, develop, create and maintain projects
- Conduct on site investigations and analyze data (maps, reports, tests, drawings and other)
- Carry out technical and feasibility studies
- Draw up blueprints according to technical specifications
- Assess potential risks, materials and material and labour costs
- Provide advice and suggestions to resolve problems
- Oversee and mentor staff
- Liaise with a variety of stakeholders
- Monitor progress of projects
- Produce reports in project status
- Comply with guidelines and regulations including permits
- Strong analytical and critical thinking skills, with a high level of accuracy in calculations and design.

Requirements

- Excellent knowledge of design and visualisations software such as AutoCAD, Civil 3D or similar
- Minimum B.S. in Civil Engineering
- Skilled in contract matters
- The ability to think methodically and to manage project

Job Description: Project Planning & Controlling

Responsibilities:

- Involved in developing/ maintaining and managing the Project schedules from conceptual to handing over of the project.
- Preparation of Work Breakdown Structure (WBS) for each Projects.
- Coordinate with the engineering, procurement and project team to ensure that project schedules are met.
- Ability to manage and analyze large volumes of quantitative data via databases and spreadsheets
- Assign all proper resources according to the needs of every project; managing the workload.
- Comfortable with ambiguity and finding/applying available data to solve problems.
- Disciplined Project Management capabilities with ability to manage multiple responsibilities at the same time.
- A passion for teamwork, integrity, learning and continuous improvement.
- Keeps continuously updated on developments and new technologies in the oil & gas industry.
- Provide up to date data and summary on progress matters as and when needed.
- Define and improve rules and methodologies for planning.
- Interface towards Company functions for all matters that have an impact on Planning.
- Preparations of weekly and monthly report liaise with other Divisions for data collection.
- Knowledge of productivity factors, manpower calculation, engineering matters, procurement matters.
- Highlight critical activities and other constraints to Management

Requirements:

- Minimum of 10 years of experience within an oil and gas industry facilities
- engineering project controls environment – minimum 8 years in a project controls lead/supervisory role.
- Technical professional with in depth project fabrication/engineering/construction experience and knowledge of project controls requirements particularly relating to such.
- Good team player with a pro-active and flexible attitude, and able to work in a challenging environment, with minimal supervision. Must be able to communicate at professional engineer level and thus draw together the best information into a multi discipline package for the project.
- Fluent in written and spoken English (essential)
- PC Literate in MS Windows, Excel, MS Office,
- MS Project or Primavera Planning (minimum - skilled level)

Job Description: Rotary Engineer

Responsibilities

- Develop and implement maintenance engineering activities to ensure the reliability and availability of rotating equipment.
- Lead the discussion concerning engineering solutions to routine plant maintenance problems.
- Troubleshoots equipment related/efficiency problems.
- Review reports produced by Junior engineers and support them in completion of activities and troubleshooting.
- Reviews plant equipment operating parameters and initiate technical discussions with operations as related to optimal operability.
- Leads plant trip assessment teams for determination of root cause and providing recommendations.
- Review and recommend/implement changes to the annual review of the planned maintenance programs and equipment audits to influence programs for the following year.
- Act as subject matter expert to provide input for the development and implementation of programs regarding equipment long term planning such as end of life and repair or replace decisions for equipment and assets.
- Identifies rotary system threats by execution of Condition Monitoring programs and analysis of trends.
- Generate reliability reports based on completed inspections.
- Troubleshoots and performs diagnostic inspections on rotary equipment.
- Ensures assigned engineering projects are properly planned and ready for implementation during plant turnarounds and outages.
- Responsible for QA/QC of off-site repairs and rebuilds.
- Present a professional image at all times to clients and vendors and maintain a positive reputation of the company.
- Follow all relevant company policies and procedures.
- Perform other tasks as assigned.

Requirements:

- Acceptable English Skills (especially speaking)
- Bachelor's Degree in Mechanical Engineering required.
- Minimum of ten (10) years' experience in a process environment required.
- API 510, API 570, API 653, API 580, CMRP, CRE, CRL certifications preferred.
- Extensive working knowledge of Rotating Equipment, maintenance and reliability engineering required.
- Knowledge of Process Safety Management (PSM) requirements preferred.