

POSITION PROFILE

(This document defines the main responsibilities of designated positions and their respective minimum competence criteria in terms of necessary qualifications and work experience. This document is kept by the Human Resources Manager within the VAOS Job Descriptions Catalogue.)

Position: PROJECT MANAGER
Department / Division: PROJECT & TECHNICAL SERVICES DEPARTMENT
Line Manager: HOD PROJECT & TECHNICAL SERVICES
Work Location: LIBYA/TRIPOLI with SITE VISITS AS REQUIRED
Rotation: 7 WEEKS 'on-time' & 2 WEEKS 'off-time'

Job Summary: Responsible for planning, leading, organising, controlling, and managing the day-to-day activities associated with any assigned project: this includes all aspects of materiel, equipment and personnel management.

Key Duties and Responsibilities:

- Develop Project Plans: calculate and prepare bids for Client consideration.
- Manage and lead on all aspects of multi-discipline project planning and execution, including engineering, procurement, and construction.
- Conduct comprehensive resource planning, which is to include time management, manpower utilisation and equipment & materiel usage: rigorously pursue VfM across all areas.
- Take ownership and be accountable for all aspects of project management.
- Coordinate closely with 3rd party engineering partners for day-to-day project requirements.
- Establish regular and robust contract negotiation, coordination and communication with Clients.
- Assess vendors to determine technical competence, capabilities, resources, and financial standing in conjunction with the Purchasing Department.
- Lead from the front and by personal example, setting the highest of standards.
- Generate and agree 'SMART' Objectives for Project personnel.
- Drive through work in accordance with the Project Schedule: complete projects to the Client's specifications and within time and budget limitations.
- Take financial responsibility for the Assigned Project and forecast and prepare budgets accordingly: exercise appropriate budgetary control.
- Cultivate a professional and personal relationship with Clients, built upon mutual respect and understanding: A 'Spirit of Partnership'.
- Adopt a solutions-based approach, looking to pre-empt problems and systematically dealing with them with determination and alacrity.
- Prepare monthly reports, detailing progress and costs compared against those estimated.
- Actively participate in the weekly Projects Meeting, identifying key criteria and issues where direction and support is required: need to be precise and to the point.
- Regularly visit Project Sites, in order to effectively motivate staff and manage progress.
- Conduct a Post Project Review to capture 'lessons – identified': learning by mistakes made.
- Effectively manage Project personnel, through a comprehensive programme of Employee Engagement, Objective Setting and Continuous Development: with assistance from HR.
- Treat all staff, regardless of ethnicity, religion or gender, with dignity and respect.
- Deal with all disciplinary matters expeditiously, being fair and transparent in every case.

- With the assistance of HSEQ, ensure all health and safety regulations are abided by at all times, guaranteeing a safe environment for employees and customers.
- Remain current regarding technical developments, trends, legislation and competition.
- To perform any other appropriate task as directed by the Operations Manager.
- To observe and obey legitimate VAOS rules and regulations.

Relationships: *The post holder will work to and be accountable to the Operations Manager. He will need to cultivate close working relationships with his fellow Project Managers, seeking to support one another in their day-to-day activities. There will also be a need to work closely with the other Departments within VAOS: Equipment, HR, Camp Services, etc.*

JOB SPECIFICATIONS

Work Experience: A minimum of 10 years work experience within the projects domain, preferably within the Oil and Gas Industry. A minimum of 10 years work experience in the same capacity preferably within the Oil and Gas Industry.

Education: Bachelor's degree in Engineering (Mechanical/Electrical/Civil), preferably with Master's Degree.

Licenses/Certificates: Related professional qualifications/certification would be an advantage.

Skills/Competencies:

- Extensive 'real-world' experience within the projects domain.
- Accomplished manager, with an ability to communicate, coordinate and motivate others.
- Innovative, inventive and analytical, able to anticipate and resolve problems with ease.
- Highly computer literate (Microsoft, Project Management Software, Auto CAD, etc).
- HSEQ minded, with knowledge of ISO 9000 and other Quality Management Systems
- Excellent grasp of the English language: verbal and written.
- Exceptional technical judgment informed by extensive knowledge and experience.
- Heightened cultural awareness - able to relate and build relationships with a diverse workforce.

Personal Attributes:

- Mentally agile and physically robust, with an ability to cope and operate under pressure.
- A self-contained individual able to operate without supervision, with a firm but fair manner.
- Open minded to change, new ways of thinking and constructive criticism.
- Inclusive by nature, able to build rapport and command respect.
- 'Authentic' in leadership style: self-aware, ethical, and self-regulatory.
- Diplomatic with 'political' finesse: able to shape the views of others.
- A team orientated individual who is consistent in nature, with a good sense of humour.

(Review: This Job Description is subject to review by the Company at any time and will be changed or revised as the Company deems appropriate.)

Prepared by: **M Miruzzi (HR Coordinator)**

Date Revised: **05 March 2020**

Approved By: **H Freiler (P&TS Head of Department)**

Date Approved: **05 March 2020**