

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 Human Resources Manager within the VAOS Job Descriptions Catalogue.

VACANCY DETAILS

Position:	SENIOR 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, controlling, organizing, and execution of project activities, training and induction of new team members, improvement of company systems and processes within the P&TS Department, business development, and other work-related activities. The incumbent is responsible for providing engineering services and project management support for projects and ongoing maintenance works. The individual will provide advice and support to staff involved on the projects and maintenance works, particularly coaching and mentoring to other less experienced staff. The incumbent is further responsible in ensuring the safe conduct of all work undertaken by the workforce under their control and for fully understanding safety and quality requirements and standards. The individual would be responsible for the organisation and management of all safety and quality requirements on projects and works under their control, including the production of all safety and quality documentation required for the projects and works under their management.

Key Duties and Responsibilities:

- Induction and training of new team members to ensure successful integration into the VAOS culture, philosophy and values system.
- Improvement of company systems and processes within the P&TS Department.
- Development of new business opportunities with new and existing clients.
- Build and maintain good relationships with new and existing clients.
- Preparation of all Tender documentation to be submitted to new and existing clients.
- Negotiation, contract coordination and communication with all clients.
- Preparation of estimates including the requirement for resources, such as management, labor, materials, and time required to complete projects.
- Ensure that Project planning and management principles are adhered to through engineering, procurement, and construction phases of multi-discipline projects.
- Ensure that adequate Project Control measures are in place and adhered to in order to ensure the achievement of project goals and objectives.

- Monitor the progress of project development and continuously compare actual costs with cost estimates.
- Review and study existing equipment, facilities, systems and processes to increase efficiency, improve quality, and reduce costs on all projects.
- Assess potential vendors for technical competence, capabilities, resources, and financial standing in co-operation with the Purchasing Department.
- Maintain close coordination with third-party engineering partners for day to day project requirements.
- Oversee and continuously assess and review third-party Engineering activities in support of the Project Engineers.
- Ensure that assigned projects are completed in accordance with client specifications, safety and quality requirements, and also within schedule and budget requirements.
- Coordinate activities of project teams, contractors, and vendors to ensure successful project delivery.
- Preparation of monthly reports, detailing progress and costs for senior management.
- Participate in weekly project meetings and customer meetings as required.
- Coordination and problem solving with Site Supervisors as well as client representatives.
- Leads the trouble shooting team in analyzing problems, recommending solutions, and to modify plans as appropriate if problems arise.
- Work with troubleshooting teams to modify plans as appropriate, if problems arise during project execution phases.
- Work collaboratively with other departments in troubleshooting problems.
- Cooperate with Project Engineers from other projects to share similar problems and solutions – prepare and lead Lessons Learned sessions to actively ensure that lessons are analysed and knowledge gleaned from these sessions are documented and shared.
- Support Company and Department policies and programs, and ensure that they are implemented effectively.
- Observe and obeys Company rules and regulations, and ensure compliance with these from teams under their direction.
- Participate in Company activities when required.
- Visit project sites on a regular basis.
- Continuously manage their own professional development, and that of teams under their management.
- Preparation of quality documentation and reports as required, including Inspection Test Plans and any other documentation as required – client and ISO.
- Coordinates the activity between external & internal stakeholders, especially clients.
- Maintains records of jobs performed, departmental charge codes and hours worked by employees.
- With the assistance of the HSSEQ Department, ensure that all client and ISO health & safety regulations are abided by and regularly reported on at all times.
- Regularly reporting on safety and quality management for the project for which they are supervising/managing.

Relationships: The incumbent will report to, and work for, the HOD Projects & Technical Services, and will be required to supervise and manage assigned Project Engineers and Site/Project Supervisors. The incumbent will be required to develop close relationships with the Equipment and Purchasing Departments. Further, close relationships with the HSSEQ, HR, Finance, Camp & Catering Departments will be essential in order to perform successfully in this role.

JOB SPECIFICATION

Work Experience:

- A proven track record with over 10 years work experience operating in a similar position with a minimum of 3-5 years in a management capacity.
- Previous experience operating in a leadership role.
- Previous work experience operating in North Africa or the Middle East.
- Previous experience operating within the Oil & Gas Sector would be advantageous.
- Previous commercial and financial experience would be a significant advantage.
- Previous experience operating with and interpreting quality and HSE standards and regulations – thorough knowledge of Health and Safety legislation and Quality (ISO and other Quality Management Systems).
- Previous experience preparing quality and HSE documentation.
- Experience interpreting and working from technical drawings, diagrams, plans, blueprints and sketches.
- Previous experience with Planning, Estimating and Project Controls methodologies.
- Significant experience with the preparation of tender documentation.
- Experience with risk management strategies.

Academic/Skills Qualifications:

- Tertiary qualifications in Engineering (Mechanical, Civil, or related area) is a prerequisite, with a Masters degree being desirable.
- Membership of a professional body would be desirable.
- Highly computer literate including an excellent working knowledge of the MS Office suite and Auto Cad.
- Excellent technical background on site construction.
- Working knowledge and significant experience with planning, forecasting, estimating and other Project Controls techniques.
- Significant financial management, commercial and contracts management experience including budget preparation and management.
- Familiar with ISO 9000 and other Quality Management Systems.
- Well-developed written and verbal communication skills, specifically in English.
- Membership of a relevant Professional Institute or body in a relevant discipline would be advantageous.

Personal Attributes:

- Ability to supervise others.
- Ability to work both independently and as part of a team.
- Ability to meet tight deadlines where required.
- High level of attention to detail, particularly with respect to the preparation of documentation.
- Excellent time management skills with the ability to work under minimal supervision.
- Well-honed and developed stakeholder management ability.
- Excellent communication and negotiation skills and abilities.
- Well-honed leadership and management skills, with an ability to lead and motivate others.
- Open minded to change, new ways of thinking and constructive criticism.
- Inclusive by nature with an ability to build rapport and command respect.

- Ability to operate within a challenging environment.
- A solutions focused individual who has the ability to produce results irrespective of any obstacles.
- Team oriented individual who is consistent by nature and results focused.
- Innovative, inventive and analytical by nature.
- Ability to manage multiple and changing priorities.
- Excellent interpersonal skills.

(Review: This Job Description is subject to review by the Company at any time, and to change 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**