



## **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**

<b>Position:</b>	<b>ELECTRICAL AND INSTRUMENTATION ENGINEER</b>
<b>Department / Division:</b>	<b>PROJECT &amp; TECHNICAL SERVICES DEPARTMENT</b>
<b>Line Manager:</b>	<b>HOD PROJECT &amp; TECHNICAL SERVICES</b>
<b>Work Location:</b>	<b>LIBYA/TRIPOLI with SITE VISITS AS REQUIRED</b>
<b>Rotation:</b>	<b>7 WEEKS 'on-time' &amp; 2 WEEKS 'off-time'</b>

#### **Job Summary:**

Responsible for providing electrical, instrumentation and computer programming support to projects and maintenance works. The incumbent will provide consultation on test methods, measurements and equipment. The individual will be responsible for interfacing with customers, test labs and vendors on electrical, testing and instrumentation-related matters. The incumbent is further responsible for designing and constructing specialized test equipment. The individual will be responsible for ensuring that all work carried out conforms with agreed codes and practices, meets all requirements of the contracts specification and ensure all work is carried out within agreed schedules, budgets and procedures. The individual would be further responsible for the organisation and management of all safety and quality requirements on projects and works under their control from an electrical and instrumentation perspective, including the production of all relevant safety and quality documentation required for any electrical and instrumentation works carried out.

#### **Key Duties and Responsibilities:**

- Develop and maintain engineering standards and specifications relating to electrical, instrumentation and control systems.
- Design and construct specialized electrical, instrumentation and control systems and modify existing equipment to meet current requirements according to client and other specified requirements.
- Produce the various discipline deliverables to the agreed schedule and provide leadership as required for the execution of projects involving multidiscipline inputs.
- Preparation of all required Scope of Work documentation.
- Assign work, review technical accuracy and adequacy and plan, direct coordinate and supervise the work of other professional and technical staff.
- Specify equipment requirements and recommend test methods and procedures; carry out sophisticated test procedures for those requiring large amounts of electrical and/or instrumentation.
- Design or assists in designing procedures for testing products.

- Provide electronics support to all departments (interfacing with computerized tooling, making safety recommendations, and suggesting automated testing, inspection, and production systems).
- Maintain reliability program elements for instrumentation and control systems.
- Evaluate and recommend programs, systems and tools for the P&TS Department for long term operations.
- Act as Project Responsible Individual on contracts requiring substantial electrical, instrumentation or electronics input, including generation of any related information for tender documentation.
- Day to day trouble-shooting and long range optimization of all electrical, instrumentation and control systems.
- Support turnaround planning and execution as required.
- Support of plant site commissioning activities as required.
- Supervise and inspect all relevant work carried out to ensure that quality, cost and schedule targets are met – including preparation of relevant quality documentation such as Inspection Test Plans (ITPs).
- Responsible for working within the provisions and guidelines of the Quality Management System.
- Promoting and ensuring Health, Safety and Environmental awareness including the preparation of any required reports as directed.
- 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 in relation to any E, I & C works.
- Assess potential vendors for technical competence, capabilities, resources, and financial standing in co-operation with the Purchasing Department.
- Maintain close coordination with any third-party engineering partners for day to day project requirements.
- Ensure that assigned projects are completed in accordance with client specifications, safety and quality requirements, and also within schedule and budget requirements.
- Preparation of monthly reports, detailing progress and costs for senior management as required.
- Participate in weekly project meetings and customer meetings as required.
- Coordination and problem solving with Site Supervisors as well as client representatives.
- Work with troubleshooting teams to modify plans as appropriate, if problems arise during project execution phases.
- Work collaboratively with other departments in troubleshooting problems.
- Support Company and Department policies and programs, end 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.
- 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.

**Relationships:** The incumbent will report to, and work for, the Senior Project Engineers, and will be required to liaise closely with the relevant Project Engineers and Site/Project Supervisors. The incumbent will be required to develop close relationships with the Equipment and Purchasing

Department. Further, close relationships with the HSSEQ, HR, Finance Departments will be essential in order to perform successfully in this role.

## **JOB SPECIFICATION**

### **Work Experience:**

- A proven track record with over 5 years work experience operating in a similar position.
- Previous experience operating in a subject matter expert role.
- Experience in the application of electronic instruments to the measurement of dynamic events, such as explosive tests.
- Computer, analog and digital circuit design experience.
- 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 – also excellent technical writing abilities are required.
- 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 (Electrical, Instrumentation, Electronics, 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.
- Financial management, commercial and contracts management experience, including budget preparation and management would be a distinct advantage.
- 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**