

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:	ELECTRICAL SUPERVISOR
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 overseeing and providing electrical support and guidance, quality control and workforce development and performance.

Key Duties and Responsibilities:

- Develop and maintain the required standards and specifications relating to electrical systems.
- 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 assigned staff.
- Train, inform and support employees about existing and new work procedures and monitor their performance.
- Plan and prepare work and equipment requirements and usage schedules.
- Provide technical support, troubleshooting and technical solutions.
- Support and assist Electrical Engineers in design needs.
- Provide electrical support to all departments, making safety recommendations, suggesting on modifications of work policies, electrical codes and specifications.
- Day to day trouble-shooting and long range optimisation of all electrical 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.
- Review and study existing equipment, facilities, systems and processes to increase efficiency, improve quality, and reduce costs on all projects in relation to any Electrical works.
- 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.
- 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 and ensure that they are implemented effectively.
- Observe and obeys Company rules and regulations, and ensure compliance with these from teams under their direction.
- Preparation of quality documentation and reports as required, including Inspection Test Plans and any other documentation as required – client and ISO.

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.
- Previous work experience operating in North Africa or the Middle East.
- Previous experience operating within the Oil & Gas Sector would be advantageous.
- 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.
- Knowledge of the tools, equipment and materials common to the electrical trade
- Experience with risk management strategies.

Academic/Skills Qualifications:

- A Technical Diploma or BSc Electrical Engineering, supported by professional qualifications.
- Licensed Electrician or equivalent.
- Highly computer literate including an excellent working knowledge of the MS Office Suite.

- Excellent technical background on site construction.
- Working knowledge and significant experience with planning, forecasting, estimating and other Project Controls techniques.
- Familiar with ISO 9000 and other Quality Management Systems.
- Well-developed written and verbal communication skills, specifically in English.

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.
- 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: **23 March 2020**

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

Date Approved: **23 March 2020**