

SCOPE OF WORK

POSITION : PRE-OPERATIONS ENGINEER

BASIC FUNCTION AND SCOPE :

Plans and controls pre-operations preparation during development phase to cater for operational needs, such as preparation of start-up strategies, handing over of facilities from project department and to ensure smooth and safe operations phase. All activities must be carried out in the most cost effective manner within the constraints of performance and standard industry practices. Works within the Division to develop long term objectives and operating strategies to meet the overall business objective of **THE COMPANY**. Plan towards the development of a competent staff through a structured development plan and training program during the development and operation phases.

MAJOR SCOPE OF RESPONSIBILITIES:

- a) Formulate Operations Philosophy for the actual operations during development phase to ensure continued integrity and reliability of field facilities.
- b) Formulate and develop asset reference plan to focus on value creation and maximize return on investment of shareholders.
- c) Formulate strategy for Operations and Maintenance (O&M)
- d) Develop Operations and Maintenance manuals for operations.
- e) Assist in formulating of Company Health Safety and Environmental policies objectives/ targets during development and operations phase.
- f) Assist in formulating of facilities start-up strategies.
- g) Priority setting of operations activities within the company.
- h) Strategize and develop procedures for equipment major overhaul activities.
- i) Assist engineering design to optimize process and minimize foreseeable operational interruption/ shutdown.
- j) Develop strategies to address declining performance of ageing equipment.
- k) Development of detailed maintenance strategies/ practices/ procedures.
- l) Develop procedures for requisition of Technical Services from supporting groups and vendors.
- m) Reviews plans on monthly, quarterly and annual basis. Develops and determines action plans for implementation on major deviation from the original plan.

COMPETENCIES/ SKILLS:

- a) Communication / Business/ Commercial awareness.
- b) Negotiation/ decision/ deal-making
- c) Technically proficient and knowledgeable in the technical aspects of the offshore facilities.

- d) Posses' leadership quality to lead the operations and technical review of the facilities.
- e) Cost estimation ability/ Drive & Resilience.
- f) Leadership, Team-work, Relationship Building and Networking.

WORK CONTACTS:

- a) Daily contacts with Development Division discipline design engineers. Regular contacts with Project Manager and Senior Manager, Development Division, to clarify design matters and pre-operation documents preparations requirement.
- b) Frequent contacts with other service contractors, suppliers and vendors to provide clarification and operations requirements, screening and negotiating contracts.
- c) Occasional contacts with representatives of other oil partners and other producing companies in the region to exchange information of mutual interest.

INDEPENDENCE OF OPERATIONS:

- a) Works independently guided by functional objectives. Manages activities according to specialized professional standards.
- b) Consults Project Manager on major issues; for example deviating from agreed philosophy and those matters which require further discussions at the working level such as financial or technical commitments.
- c) Work accomplishments are subject to general management review.

SUPERVISORY RESPONSIBILITY:

Supervises : None
Total Subordinates : 0

Manage contractors/ consultants carrying out activities for



THE COMPANY.

PHYSICAL EFFORT:

Minimal

WORK ENVIRONMENT:

Normally air-conditioned office environment. As required visits onshore project construction site offshore productions facilities.

MINIMUM REQUIREMENTS:

- A degree in relevant Engineering discipline or Higher Diploma in Oil and Gas Facilities management.
- 15 – 20 years varied experience in oil and gas industry. Experience in subsurface and surface operations, project and HSE Management with at least 10 years experience in a supervisory position.
- Must have working knowledge of Drilling and work over activities.
- Must possess personnel management skill and be cost conscious.
- Fluency in English.
- Computer literacy.