

## **1. Construction Superintendent**

**Category:** Shipyard

**Job Title:** Construction Superintendent

**Reports To:** Manager-Fabrication Operations

**Job Location :** Ras Laffan - Qatar

### **Primary Functions**

- Leads the fabrication yard construction efforts.
- Plans, directs and leads allocation of manpower accordantly to project's needs.
- Responsible for all aspects of the day-to-day fabrication activities in the yard.
- Ensure all lower tier supervisors are adequately trained in Safety, Quality and Construction Procedures.
- Ensure day -by-day fabrication activities carried out in compliance with Safety & Quality standards.
- Identify and implement improvement for the prefabrication by monitoring with KPI.
- Ensure all project material and items implementation in the yard layout.

### **Tasks and Responsibilities**

- Supervise site and craft personnel to ensure completion of the work to schedule, budget and specifications.
- Monitoring KPI's compliance of all Superintendent and supervisor.
- Carry out meetings and assigned task for improvement of Safety-Quality & fabrication.
- Carry out all activities of the safety plan to ensure all Site personnel adhere to safety requirements and that a safe workplace is provided for all personnel.
- Determine labor requirements and requisition and allocate labor as required to meet the Construction schedule and review MLF and 4 weeks plans.
- Coordinate arrangements subcontractors labor to meet manpower requirements.
- Assist with the preparation of construction procedures and the identification of requirements for construction equipment.
- Monitor construction work hours to relevant cost codes and ensure correct booking of manhours.
- Daily interface concerning permits for Construction.
- Ensure availability of equipment & tools in line with schedule and plan.
- Monitoring and control, rental of crane & equipment and ensure effective utilization.
- Ensure competency assessment and improvement plan in place for low performance.
- Daily site meetings to ensure project activities are on track.
- Coordination with General Superintendent to ensure labor manpower are allocate as per plan.

### **Other Expectations:**

- Participate in QHSES initiatives and drives achieving objectives.
- Follow the company policies.
- Ability to work as a team member as well as team leader.

- Have wide experience with technical activities, including on and offshore operations.
- Time management and organization skills with strong attention to detail/follow-up
- Self-motivated, self-reliant, and able to operate independently, while exercising good independent judgement and decision-making.

### **Education Qualification and Experience**

**Education:** Bachelors Degree/ Diploma in engineering

**Experience:**

- 15+ years' experience within offshore fabrication & construction related activities in the yard for OIL&GAS projects
- Supervisory experience for management and operation of yard activities

## **2. Structural Welding Supervisor**

**Category:** Shipyard

**Job Title:** Structural Welding Supervisor

**Functionally Reports To:** Construction Superintendent

### **Primary Functions**

- To co-ordinate and supervise the activities of the foremen and his crew on the project.
- Must ensure compliance with HSE, Quality and Ethics policy and attached roles and responsibilities

### **Tasks and Responsibilities**

- To set and apply standards of SAFETY, ETHICS and QUALITY to comply with procedures and take action/s where Procedures and policy are not met and rectify/report immediately.
- To be capable of communicating fluently with Crew, Foremen, Superintendent and all others with whom he liaises.
- Be capable of reading and understanding drawings, project specifications and procedures. and be capable of taking the correct remedial actions. (Wherever Applicable).
- To be conversant with the specific standards applicable to the project / area of work.
- To be capable of looking four weeks ahead in planning of work for the project utilize the project current plan for planning for future work.
- Provide his Foremen with drawings, WPS and information require to do the work efficiently, productively and safely.
- Interface with the production engineer to ensure material is available for the planned work.
- To ensure Proper tools and equipment's are available and they are utilized efficiently, productively and safely.
- To utilize the overall project / area plan(s), milestone dates, yard layouts and construction drawings to understand the overall view of the project and or his area of responsibility.

- Have an overall view and understanding of the project completion including but not limited to construction methodology, fab sequence and milestone dates.
- Forecast resources required for the planned work ahead (Manpower, Equipment's etc.)
- To be able to conduct meeting with those reporting to him in an organized manner.
- To set targets of production for each of those directly reporting to him, targets for Foremen.
- To be able to communicate supports services in the yard, QC & NDT.
- Provide written instruction where necessary to those directly reporting to him.
- Drive the team to achieve progress, productivity, safety and quality.
- Know and understand the estimated man-hours on the work packs, maintain man-hours booking within estimate and provide weekly progress to production engineers.
- Take actions where standards and targets are not met.
- Where necessary refer quality / progress/ productivity issue to his superintendent and provide recommendation for improvement
- Address any issue of poor quality/ productivity and act where appropriate.
- Report area of poor performance and provide recommendation for improvement.
- Provide accurate feedback to Superintendent.
- Ensure CIR (Computer Input Request) submitted and RFI (Request for Inspection) are raised on timely manner.
- Conduct TBT with crew, conduct safety walkthrough and address any issue of safety, check HIT process.
- Review TRA with his foremen when require and ensure it is discussed with his crew.
- Maintain good housekeeping on his work area. Promote BBSM process and be responsible for his team's safety.
- Lead by example and make sure company policies and procedures are followed.
- Ensure proper plan of storage of welding consumable to eliminate any chance of welding consumable mix up and wrong selection.
- Interface with F&M department to ensure timely calibration of welding machines.
- Interface with Welding engineers to qualify WPS, welders for specific project.
- Proper planning of qualifications in welding school to meet project requirements

#### Other Expectations:

- Promote implementation of QHSES initiatives and drive achieving objectives

### **Education Qualification and Experience**

**Education:** High School Diploma Level

#### **Experience:**

- 10+ years of experience in Offshore Construction industry
- Has an exposure to a multidiscipline work environment.
- Must understand governing code requirements and be able to interpret and apply project specification

### **3.Painting/Blasting Supervisor**

**Category:** Shipyard

**Job Title: Painting/Blasting Supervisor**

**Functionally Reports To:** Site General Superintendent

**Operationally Reports To:** Painting Superintendent

#### **Primary Functions**

- Ensure all plant and materials are available to carryout out the given works in the planned timescale.
- Provide all relevant information to his foremen in a timely manner.
- Ensure all Safety requirements are implemented.
- Review all Work Packs prior to the commencement of the works and discuss with each foreman.
- Attend all relevant project meetings and have the required information.
- Keep accurate records of works performed and any delays that occur.
- Ensure foremen implement the required house-keeping standards on a daily basis.
- Basic computer skills.

#### **Tasks and Responsibilities**

- Sets and applies standards of safety and quality relative to project requirements.
- Communicates fluently with those whom he works
- Reads and understands, project specifications and procedures
- Conversant with the specific standards applicable to the project / area of work
- Where necessary, capable of reading and understanding a dimensional survey and capable of taking the correct remedial action.
- Capable of looking four weeks ahead in planning work for his crew.
- Have an overall view and understands the project to completion. Including but not limited to, construction methodology, build sequence, milestone dates.
- Utilizes the 4 week look ahead in his planning of work
- Utilizes the overall project / area plan (s), milestone dates, yard layouts and construction drawings to understand the overall view of the project and/or his area of responsibility.
- Provides the Foremen with the drawings and information required to do work
- Interfaces with the production engineer to ensure material is available for the planned work
- Conducts meeting with those reporting to him in an organized manner
- Sets targets of production for each of those who directly report to him, targets for Foremen.
- Operates in an organized manner
- Communicates with the support services in the yard, plate shop, pipe-shop, rigging etc.
- Commit to writing instruction's where necessary, for example organization charts.
- Drive those he is responsible for to achieve progress.
- Take action where standards and targets are not met.
- Produce records of achievement basic measures of performance/productivity.

- Report areas of poor performance and provide recommendations for improvement.
- Provide accurate feedback to the Superintendent.
- Address any issue of poor quality/ productivity and take action where appropriate.
- Where necessary refer quality/ progress/ productivity issues to his superintendent and provide recommendations for improvement.

**Other Expectations:**

- Participate in QHSES initiatives and drives achieving objectives.
- Follow the company policies.
- Ability to work as a team member as well as team leader.
- Have wide experience with technical activities, including on and offshore operations.
- Time management and organization skills with strong attention to detail/follow-up
- Computer literate on Microsoft programs: Word, Excel, Project.
- Self-motivated, self-reliant and able to operate independently, while exercising good independent judgement and decision-making.

**Education Qualification and Experience**

**Education:** Minimum Senior High School graduate.

**Experience:**

- 08+ years of experience in Offshore or Petrochemical Industry or equivalent.
- Has an exposure to a multidiscipline work environment.
- Has operational knowledge and experience of Abrasive Blasting, Industrial Painting activities and the Safety aspects relating to these activities.

**4. Pipe Fitter Supervisor**

**Category:** Shipyard

**Functionally Reports To:** Construction Superintendent

**Primary Functions**

- To co-ordinate and supervise the activities of the foremen and his crew on the project.
- Must ensure compliance with HSE, Quality and Ethics policy and attached roles and responsibilities.

**Tasks and Responsibilities**

- To set and apply standards of SAFETY, ETHICS and QAULTY to comply with procedures and take actions/s where Procedures and policy are not met and rectify/report immediately.
- To be capable of communicating fluently with Crew, Foremen, Superintendent and all others with whom he liaises.
- Be capable of reading and understanding drawings, dimensional survey, project specifications and procedures and be capable of taking the correct remedial actions. (Wherever Applicable)

- To be conversant with the specific standards applicable to the project / area of work.
- To be capable of looking four weeks ahead in planning of work for the project utilize the project current plan for planning for future work.
- Provide his Foremen with drawings and information require to do the work efficiently, productively and safely.
- Interface with the production engineer / field engineers to ensure material is available for the planned work.
- To ensure Proper tools and equipment's are available and they are utilized efficiently, productively and safely.
- To utilize the overall project / area plan(s), milestone dates, yard layouts and construction drawings to understand the overall view of the project and or his area of responsibility.
- Have an overall view and understanding of the project completion including but not limited to construction methodology, fab sequence and milestone dates.
- Forecast resources required for the planned work ahead (Manpower, Equipment's etc.)
- To be able to conduct meeting with those reporting to him in an organized manner.
- To set targets of production for each of those directly reporting to him, targets for Foremen.
- To be able to communicate supports services in the yard, rigging, scaffolding, warehouse, facility, QC & NDT.
- Provide written instruction where necessary to those directly reporting to him.
- Drive the team to achieve progress, productivity, safety and quality.
- Know and understand the estimated man-hours on the work packs, maintain man-hours booking within estimate and provide weekly progress to production engineers.
- Take actions where standards and targets are not met.
- Where necessary refer quality / progress/ productivity issue to his superintendent and provide recommendation for improvement
- Address any issue of poor quality/ productivity and take action where appropriate.
- Report area of poor performance and provide recommendation for improvement.
- Provide accurate feedback to Superintendent.
- Ensure CIR (Computer Input Request) submitted and RFI (Request for Inspection) are raised on timely manner.
- Conduct TBT with crew, conduct safety walkthrough and address any issue of safety, check HIT process.
- Review TRA with his foremen when require and ensure it is discussed with his crew.
- Maintain good housekeeping on his work area. Promote BBSM process and be responsible for his team's safety.
- Lead by example and make sure company policies and procedures are followed.

Other Expectations:

- Promote implementation of QHSES initiatives and drive achieving objectives.

## **Education Qualification and Experience**

**Education:** High School Diploma Level

**Experience:**

- 10 years in Offshore Construction
- Has an exposure to a multidiscipline work environment.
- Must understand governing code requirements and be able to interpret and apply project specification

## **5. Structural Fitter Supervisor**

**Category:** Shipyard

**Functionally Reports To:** Construction Superintendent

### **Primary Functions**

- To co-ordinate and supervise the activities of the foremen and his crew on the project.
- Must ensure compliance with HSE, Quality and Ethics policy and attached roles and responsibilities.

### **Tasks and Responsibilities**

- To set and apply standards of SAFETY, ETICS and QAULTY to comply with procedures and take actions/s where Procedures and policy are not met and rectify/report immediately.
- To be capable of communicating fluently with Crew, Foremen, Superintendent and all others whom with whom he liaises.
- Be capable of reading and understanding drawings, dimensional surveys, project specifications and procedures and be capable of taking the correct remedial actions. (Wherever Applicable)
- To be conversant with the specific standards applicable to the project / area of work.
- To be capable of looking four weeks ahead in planning of work for the project utilize the project current plan for planning for future work.
- Provide his Foremen with drawings and information require to do the work efficiently, productively and safely.
- Interface with the production engineer / field engineers to ensure material is available for the planned work.
- To ensure Proper tools and equipment's are available and they are utilized efficiently, productively and safely.
- To utilize the overall project / area plan(s), milestone dates, yard layouts and construction drawings to understand the overall view of the project and or his area of responsibility.
- Have an overall view and understanding of the project completion including but not limited to construction methodology, fab sequence and milestone dates.
- Forecast resources required for the planned work ahead (Manpower, Equipment's etc.)
- To be able to conduct meeting with those reporting to him in an organized manner.

- To set targets of production for each of those directly reporting to him, targets for Foremen.
- To be able to communicate supports services in the yard, plate shop, pipe shop, rigging, scaffolding, warehouse, facility, QC & NDT.
- Provide written instruction where necessary to those directly reporting to him.
- Drive the team to achieve progress, productivity, safety and quality.
- Know and understand the estimated man-hours on the work packs, maintain man-hours booking within estimate and provide weekly progress to production engineers.
- Take actions where standards and targets are not met.
- Where necessary refer quality / progress/ productivity issue to his superintendent and provide recommendation for improvement
- Address any issue of poor quality/ productivity and take action where appropriate.
- Report area of poor performance and provide recommendation for improvement.
- Provide accurate feedback to Superintendent.
- Ensure CIR (Computer Input Request) submitted and RFI (Request for Inspection) are raised on timely manner.
- Conduct TBT with crew, conduct safety walkthrough and address any issue of safety, check HIT process.
- Review TRA with his foremen when require and ensure it is discussed with his crew.
- Maintain good housekeeping on his work area. Promote BBSM process be responsible for his team's safety.

Other Expectations:

- Promote implementation of QHSES initiatives and drive achieving objectives.

## **Education Qualification and Experience**

**Education:** High School Diploma Level

**Experience:**

- 10+ years of experience in Offshore Construction industry
- Has an exposure to a multidiscipline work environment.
- Must understand governing code requirements and be able to interpret and apply project specification

## **6. Project Engineer**

**Category:** Shipyard

Reporting structure

**Reports To** Assistant Yard Manager

**Direct Reports** Nil

Job Summary and Purpose

Responsible for identification, planning, design and execution of engineering specifications related to structural, Electrical, Piping and commissioning system (as assigned) for ship repair, offshore and new building projects throughout the project execution cycle for the assigned projects.

Accountabilities



**Key Accountabilities:**

1. Responsible for handling engineering assignments related to structural, Electrical, Piping and commissioning system (as assigned) in ship repair, conversion, new build and off shore jobs.
2. Ensuring engineering work undertaken is in accordance with Departmental Work Instructions, Procedures and Standards and also implementing day-to-day operations in compliance with the established standards and procedures.
3. Identify, select and design various engineering systems for assigned projects and undertake verification of calculations, as required.
4. Coordinate with respective trades like piping, structural, electrical etc and project manager for ensuring the work carried out is in compliance to the client specification and class requirements.
5. Technical supervision and monitoring of piping layout, structural work, mechanical works on main engine/ auxiliary engine / thruster control systems, etc.
6. Ensuring proper identification, selection and preparation of specifications for various technical procurements and sourcing.
7. Responsible to maintain and update the client supplied engineering drawing register, maintain separate records of sample drawings issued by client and schedule for the assigned projects.
8. Supervise, maintain and update the yard engineering deliverables list and schedule and submission of engineering status reports for weekly and monthly progress meetings.
9. Preparation and submission of engineering design, method statements and specific procedures in line with client requirements and ensure the timely submission of yard engineering reports and progress details to the client.
10. Ensure the timely receipt of client engineering details so as not to hamper smooth construction and highlight the requirement of critical documents in advance.
11. Preparation and submission of various as-built drawings, spare parts and interchangeability records, operation and maintenance manuals, commissioning checklist and completion documents.
12. Complies with all relevant safety, quality and environmental management policies, procedures and controls to ensure a healthy and safe work environment.
13. Performs other related duties or assignments as directed on order to contribute to the continuous operations of the department.

**Competencies**

Drive Vision

Interactive Communication

Customer Centricity

Solution Oriented

Empower & Nurture Talent

Collaboration & Teamwork

Achievement Oriented - Don't Use

Key Result Areas

Interactions and Working Relations

**Internal:**

- Production Managers / Commercial / Other functional heads / Trade foreman and supervisors.

**Purpose:**

- Monitoring and coordinating among various trades for the project delivery in compliance to the engineering protocol.

**External:**

- Clients / service engineers / classification engineers etc.

**Purpose:**

- Close contact with all external stakeholders in resolving technical issues and completion of the project as per engineering specifications

Qualifications, Experience and Job Skills

**Qualifications:**

- Marine/Mechanical/Naval Architect Engineering Degree.
- Project Management Qualifications are desirable.

**Experience:**

- Previous experience in Project Engineering with good technical competency in any of the engineering field such as piping, structural, mechanical, electrical & instrumentation.
- 5 years relevant working experience in a ship yard.

**Job Specific Competencies:****Technical Competency**

1. Ability to use Project Management techniques.
2. Ability to focus more on contractual objectives and technical solutions.
3. Good knowledge in engineering drawings, ship building softwares and engineering design techniques.
4. Good knowledge on Client management, contract management, maintaining HSEQ on projects, understanding of commissioning management.
5. Stress Tolerance and Adaptability.
6. Leadership and Negotiation Skills.
7. Critical Thinking.
8. Good Team player
9. Planning & Organising skills
10. Customer focussed
11. Risk Management Skills.
12. Cost Conscious

**7. Senior QSA Engineer**

**Category:** Shipyard

Reporting structure

**Reports To:**

Head of QSA

**Direct Reportees:**

None

Job Summary and Purpose

Provides the technical & technological problem-solving ability and oversight to lead a team of Engineers to execute the Quality Control (QC) & Quality Assurance (QA) requirements for both Marine & Offshore Projects. Responsible for leading the team that is executing the QC & QA section strategy in close co-ordination with Operations. In accordance with the Integrated Management System (IMS), responsible to implement programs with a dual focus on both defect prevention and detection. Focuses on quality early in core business process to enable & support with a pro-active focus that is used to assure a stated level of quality, to prevent defects from entering the products and service processes in the first place and ensure defect free repair and installation works within all marine client projects. The job is often also directly assigned for carrying out specific project assignments related to establishing QA & QC measures to meet customer expectations.

Accountabilities

**Key Accountabilities:**

1. Review the material certificates certified by authorities to ensure that the supplied good or service meets the required specifications i.e. material's chemical & physical properties (steel, aluminum, brass or other alloys) is compliant with an international standards organization specific standard such as American Society for Mechanical Engineers (ASME) etc.
2. Project initial document preparation for bidding and timely feedback on quality requirements
3. Section project team planning & job execution
4. Ensuring inspections & ongoing project documents are in-line with Inspection and Test Plan (ITP) & applicable codes, standards and specifications.
5. Inspect incoming material integrity and evaluate the effectiveness vendor based on the material delivered. Ensure that any required corrective action is taken to enable business continuity through supply chain delivery.
6. Review sub-contractor welder certificates that are provided by the Contracting Dept. to ensure they meet the applicable codes and specifications.
7. Liaise with project managers to review the new requirements in the project and to prepare the procedure, Inspection and Test Plan (ITP), Nondestructive Testing (NDT) Plan, Procedure Qualification Record (PQR) & Welding Procedure Specification (WPS) requirements.
8. Liaise with sections on welder's qualification, welder's validation and welding procedure qualification to ensure that staff competencies are aligned to the work processes being executed and quality standards required.
9. Assigned in projects to monitor and maintain the work quality standards, and to help ensure that the successful coordination and satisfaction of client inspections.
10. Ensure all documents, process and systems are geared towards the execution of safe, quality and efficient productivity and in compliance with best practice, regulatory and certification standards.
11. Assist QSA management to prepare and achieve the section goal as per the plan, by monitoring & acting in accordance to the project KPI's to enable achievement of the targets.
12. Participate in & lead section initiatives such as Quality Alerts, walkthrough, technical education etc.
13. Co-ordinate quality stand downs for project activities as planned and required.

14. Coordinate and organize the external and internal project audits.

#### Accountabilities - 2

15. Coordinate with client representative for carrying out the stage wise inspection as per the “Inspection and Test Plan” (ITP)

16. Foster an engaging culture of safe and productive work through role modelling Company values.

17. Ensure the employees and contractors identify and mitigate the hazards and risks with control measures through preparation of fit for purpose work Permits & Risk Assessments and monitoring execution activities.

18. Conduct briefing to the section and ensure execution in compliance with all safety and quality aspects of IMS, policies, procedures and work instructions.

19. Build and maintain a stimulating and challenging environment by taking a professional approach to interactions, using effective communications and providing coaching and encouragement to others to help them achieve their maximum level of performance.

20. As an SME, review project work-breakdown structure (WBS) to identify QSA resource needs in consultation with Operations and project management and advise QSA Management of for matching manpower capacity to base demand profile for the work to ensure equilibrium.

21. Monitor and report quality control progress, notifying any predicted shortfalls or discrepancies against timescale and budgets. Ensure completion of the project within the agreed timeframe and man-hours allocated.

22. Monitor forecast against actual to ensure meeting customer requirement while salvage alternative cost-effective solutions.

23. Conduct the project quality awareness program.

24. Participate for preparation and dissemination of project lesson learn.

25. Complete other responsibilities & duties as assigned.

#### Competencies

Achievement Oriented

Collaboration & Teamwork

Customer Centricity

Drive Vision

Empower & Nurture Talent

Interactive Communication

Solution Oriented

#### Key Result Areas

- To ensure target production throughput rate or objectives are safely executed by team in line with Section Plan, KPI's, N-KOM Values and IMS system, through implementing Quality Control (QC) & Quality Assurance (QA) measures
- Adhere to health, safety, security and environmental policies, procedures, instructions and controls for the safety of self and others.

#### Interactions and Working Relations

**Internal:** All departments within NKOM.

Purpose: For coordinating the materials inspections and issues inline to that.

**External:** Clients, Class Surveyor

Purpose: To propose and to get clarifications regarding the inspections

Qualifications, Experience and Job Skills

**Qualifications:**

- Minimum Diploma in Naval Architecture, Marine Engineering, Mechanical Engineering, Electrical Engineering or its equivalent.
- Qualified Certification Scheme for Welding Inspection (CSWIP) 3.1 or equivalent.

**Experience:**

- Minimum 7 years' experience in relevant position, and field experience is an advantage

**Job Specific Competencies:**

Generic

1. NKOM-Core Values
2. Commitment to Quality, Health, Safety and Environment
3. Verbal and Written Communication Skills
4. Computer Literacy (Microsoft Office/Excel/ Power point)
5. Knowledge of shipyard operations
6. Customer Focus
7. Global Mindset
8. Supervisory Skills
9. Presentation Skills
10. Problem Solving Skills
11. Creativity and innovative Skill

Functional

1. Basics of Magnetic Particle Testing (MT), Penetrant Testing (PT), Ultrasonic Testing (UT) and Radiographic Film Interpretation (RFI) and awareness
2. Material Certification Review
3. Welding Inspection - Certification Scheme for Welding Inspection (CSWIP) or equivalent
4. Knowledge of new construction and repair of marine and offshore
5. Knowledge of welding technology
6. Prepare the Quality Assurance Plan
7. American Petroleum Institute (API) Q1 awareness
8. Integrated Management System (IMS) awareness
9. Able to review and understand the Inspection and Test Plan for project
10. Knowledge on Offshore Structure (Topsides, Jackets etc.) inspections and requirements of applicable code/standards.
11. Able to understand the client/class requirements & refer the necessary rules & standards for inspection.
12. Able to conduct the quality talk and training.
13. Able to review the Welding Procedure Specification (WPS), Procedure Qualification Record (PQR) & Welder Performance Qualification Test (WPQT) and prepare the reports.
14. Knowledge on destructive testing.
15. Able to handle the client's complaints and non-conformances.
16. Able to understand welding requirements & welding consumables.

## **8. QSA Engineer**

**Category:** Shipyard

Reporting structure

**Reports To:**

Head of QSA

**Direct Reports:**

NDT Supervisors

Job Summary and Purpose

A Subject Matter Expert (SME) on quality control, the QSA Engineer responsible for executing the Quality Control (QC) strategy in close co-ordination with Operations for Marine &/or Offshore business. Facilitates compliance to Integrated Management System (IMS) policies & procedures and often assigned for carrying out specific projects' assignments related to establishing quality controls measures to ensure meet or exceed the customer expectations.

Accountabilities

### **Key Accountabilities:**

1. Continuously review quality control processes, procedures and capabilities to sustain the most cost effective and efficient methods for meeting quality requirements and making recommendations for improvement as appropriate.
2. Review client Quality Control requirements and ensure that documentation for a project meets contractual requirements.
3. Conduct final inspection of outgoing/finished services/products according to applicable quality standard, customer specifications and requirements.
4. Perform corrective action and root cause analysis of project related issues and get the client approval. Identify root causes and instigate permanent corrective actions for product quality issues.
5. Assistance to QSA management to prepare and achieve the section goal as per the plan, by monitoring the project KPI's to enable achievement of the targets.
6. Participate & lead section initiatives (Quality alert, walkthrough, technical education etc.).
7. Co-ordinate quality stand down for project activities as planned and required.
8. Coordinate and organize the external and internal project audits.
9. Coordinate with client representative for carrying out the stage wise inspection as per the "Inspection & Test Plan" (ITP)
10. Co-ordinate with sections for NDT requirements for the project activities as planned and required.
11. Foster an engaging culture of safe and productive work through role modelling Company values.
12. Ensure the employees and contractors identify and mitigate the hazards and risks with control measures through preparation of fit for purpose work Permits & Risk Assessments and monitoring execution activities.
13. Conduct briefing to the section and ensure execution in compliance with all safety and quality aspects of IMS, policies, procedures, and work instructions.
14. Build and maintain a stimulating and challenging environment by taking a professional approach to interactions, using effective communications, and providing coaching and encouragement to others to help them achieve their maximum level of performance.

15. As an SME, review project work-breakdown structure (WBS) to identify QSA resource needs in consultation with Operations and project management and advise QSA Management of for matching manpower capacity to base demand profile for the work to ensure equilibrium.
16. Monitor and report quality control progress, notifying any predicted shortfalls or discrepancies against timescale and budgets. Ensure completion of the project within the agreed timeframe and man-hours allocated.
17. Monitor forecast against actual to ensure meeting customer requirement while salvage alternative cost-effective solutions.
18. Conduct the project quality awareness program.
19. Prepare project documentation and submissions.
20. Participate for preparation and dissemination of project lesson learn.
21. Complete other responsibilities & duties as assigned.

#### Competencies

Achievement Oriented

Collaboration & Teamwork

Customer Centricity

Drive Vision

Empower & Nurture Talent

Interactive Communication

Solution Oriented

#### Key Result Areas

- To ensure target production throughput rate or objectives are safely executed by team in line with Section Plan, KPI's, Qatar Shipyard Technology Solutions. Values and IMS system, through implementing Quality Control (QC) measures.
- Adhere to health, safety, security and environmental policies, procedures, instructions and controls for the safety of self and others.

#### Interactions and Working Relations

- **Internal:** All departments within Qatar Shipyard Technology Solutions.
- **Purpose:** For coordinating for inspections
- **External:** Clients, Class Surveyor/Third Party Inspection (TPI)
- **Purpose:** To propose and to get clarifications regarding the inspections

#### Qualifications, Experience and Job Skills

##### **Qualifications:**

- Degree or Diploma in Mechanical Engineering or Equivalent

##### **Experience:**

- Minimum 5 years of related experience of which a minimum of 2 years in lead position.
- Minimum 3 years of relevant experience in Offshore Structures, or marine- refit ,retrofit and new building fabrication and installations
- Shall have Certification Scheme for Welding Inspection (CSWIP) 3.1 or equivalent.
- Experience to coordination, inspection and reporting as per the Inspection & Test Plan to managing the quality and delivery of assigned projects.

##### **Job Specific Competencies:**

##### **i. Behavioral Competency**

1. Drive Vision

2. Interactive Communication
3. Customer Centricity
4. Solution Oriented
5. Empower & Nurture Talents
6. Collaboration & Teamwork
7. Achievement Oriented

**ii. Technical Competency:**

1. Basics of Magnetic Particle Testing (MT), Penetrant Testing (PT), Ultrasonic Testing (UT) and Radiographic Film Interpretation (RFI) and awareness
2. Material Certification Review
3. Knowledge of new construction and repair of marine and offshore
4. Knowledge of material and welding technology.
5. Prepare the Quality Assurance Plan
6. American Petroleum Institute (API) Q1 awareness
7. Integrated Management System (IMS) awareness
8. Able to prepare the Inspection and Test Plan for project
9. Knowledge of Marine and/or Offshore Structures (Topsides, Jackets etc.) inspections and requirements of applicable code/standards.
10. Able to understand the client/class requirements & refer the necessary rules & standards for inspection.
11. Able to conduct the quality talk and training.
12. Able to review and understand the Welding Procedure Specification (WPS), Procedure Qualification Record (PQR) & Welder Performance Qualification Test (WPQT) and prepare the reports.
13. Knowledge on destructive testing and awareness
14. Able to handle the client's complaints and non-conformances.

## **9. Shipyard Facility & Maintenance Manager**

**Category:** Shipyard

Reporting structure

**COMPANY: QATAR SHIPYARD TECHNOLOGY SOLUTIONS**

**Reports To:** Chief Executive Officer (CEO)

**Direct Reportees:**

Head of Maintenance

Head of Services

Administrative Assistant

Maintenance Engineer (Asset Integrity)

**Work Location:**

Ras Laffan - State of Qatar

**Job Summary and Purpose**

Lead the Maintenance function in providing both a reactive (breakdown) and pro-active (preventative), multi-skilled maintenance service on all operational equipment,



services and infrastructure to ensure increased and sustainable availability is achieved in line with the deliberate maintenance strategy, and with due consideration to the Original Equipment Manufacturer (OEM) guidance.

Responsible for the conduct of all maintenance functions, pro-active maintenance planning and scheduling, overseeing the adherence thereto and timely completion of work carried out. Increase the site operational effectiveness through the development of Service Level Agreements, improve on project delivery, mean time between failure and downtime reduction, ensuring that Health, Safety, Environmental, and Quality requirements are adhered to.

Manage the teams to deliver technical best practice. Establish and implement policies and procedures. Manage departmental delivery against continuous improvement Key Performance Indicators (KPIs) and champion modern maintenance principles by highlighting deficiencies and recommending changes in policy, process, training, and working practices whilst also mentoring and leading the maintenance departments.

Accountabilities

**Key Accountabilities:**

1. Develop, implement and manage a comprehensive Maintenance Strategy.
2. Develop, implement and manage key performance indicators (KPIs) for each area of responsibility.
3. Develop, implement and manage maintenance department policies and procedures.
4. Supervise and coordinate the implementation and effective use of a Computerized Maintenance Management System.
5. Ensure that all equipment and buildings are safe to use and fit for purpose.
6. Plan and schedule all maintenance activities while considering vessel stemming schedule and production work to increase and sustain higher equipment Availability in line with Original Equipment Manufacturer (OEM) set limits.
7. Ensure that inventory levels of parts and materials are maintained to support seamless execution of both preventative and planned maintenance activities. In parallel, work to ensure that there are multiple supplier options in place for all core equipment spares.
8. Further establish and develop standardized service and repair procedures for key equipment, including standardized parts lists for planned maintenance activities.
9. Identify business improvement opportunities.
10. Develop, implement and manage a continuous improvement program.
11. Manage, coach and develop a high performing maintenance team that meets agreed objectives.
12. Prepare and present reports.
13. Review, implement, and update department records.
14. Prepare and manage the annual maintenance budget and forecasts.
15. Authorizes purchase of equipment, spares and materials needed 16) Prepare scope of work for any maintenance work contracted out.
16. Take part in technical review and assessment of contractors.
17. Manage contractors on site to ensure they meet company requirements.
18. Render expert Maintenance Management advice to on all matters related to maintenance of facilities, equipment and systems.

19. Ensure the maintenance of a library containing full maintenance records, requirements, technical documents, maintenance standards, norms, dossiers, and material specifications related to the maintenance.
20. Develop and maintain strong relationships with internal and external stakeholders to ensure optimal performance.
21. Work Collaboratively with all stakeholders.
22. Ensures good housekeeping at the facilities and work areas of the department.
23. Plan and supervise office space utilization and furnishing and source various items such as office stationery.
24. Perform other duties as may be required.
25. Employee should prioritize the well-being of themselves and their colleagues while maintaining a safe and healthy work environment. Adhere to all health & safety protocols, participate in wellbeing & wellness programs, and promptly report any concerns regarding the wellbeing of oneself & others in order to foster a culture of best practice.

#### Qualifications, Experience and Job Skills

##### **Qualifications:**

- BSc in mechanical, electrical or process engineering.
- Membership of an appropriate international professional body.
- Registered as (or formally working towards) Incorporated Engineer or equivalent.

##### **Experience:**

- 10 to 12 years' experience in a similar role, at least five 5 years of which must have been in a senior maintenance role, in the execution of major projects and / or performance improvement projects in related industries.

#### **Job Specific Competencies:**

##### **Technical Competency**

- Decision making skills.
- Multitasking and result oriented.
- Team building & Ability to manage multicultural workforce.
- Negotiation & Execution skills
- Innovative and creative
- Leadership Skills
- Project Management Skills
- Knowledge of Shipyard Operations
- Analytical Thinking and problem-solving skills
- Budgeting/Business Planning Skills

#### **10. Contracts Administrator**

**Category:** Shipyard

Reporting structure

##### **Reports To**

Senior Contracting Officer

##### **Direct Reports**

Nil

### Job Summary and Purpose

Under the supervision of the Head of Contracts and Senior Contracting Officers, the Contracts Administrator will be responsible for providing contracting support to the Contracts Team during the various stages of the tendering and procurement process lifecycle and primarily involve in the preparation and documentation of entire contract process.

### Accountabilities

#### **Contract Administration:**

1. Maintain an organized and accessible system for all contract-related documents.
2. Serve as the primary point of contact for contract-related inquiries and communications.
3. Facilitate effective communication between internal departments and suppliers/ subcontractors regarding contract matters.
4. Provide efficient administrative support to the contracts team.
5. Identify opportunities for improving contract management processes and systems.
6. Maintain the Contracts Database and monitor the renewal of contracts and advise the Senior Contracting Officers/ Contracting Officers on the actions to be undertaken in a timely manner.
7. Provide assistance to the Senior Contracting Officers/ Contracting Officers in Contract preparation.
8. Assist and coordinate with Senior Contracting Officers/ Contracting Officers to prepare documentation for Technical and Commercial Bid Opening.
9. Compile reports, minutes and assist in the compilation of data for reporting.
10. Assist and coordinate with the HSSE and QSA Departments for Contractor / Suppliers' Audit Visits
11. Maintain database for sub-contractor performance on all awarded contracts in co-ordination with the Projects Team
12. Maintain database for Subcontractor Complaints
13. Ensure Electronic Archiving is completed in line with the documents available in Hard Copies.
14. Co-ordinate with the finance department for any payment issue which may impact contract development and execution.

#### **Tender Committee Administration:**

15. Schedule Tender Committee meetings for internal discussion and send notification to the committee members and end users for scheduled Tender Committee Meetings.
16. Prepare Tender Committee minutes of meetings, capturing all discussions and decisions to be forwarded to the committee for review and approval.
17. Assist the Senior Contracting Officer for the distribution/ sending tender documents, including invitations to tender, tender clarifications and all required in the tendering process.
18. Serve as the point of contact between the Tender Committee and tenderers, assist in responding to queries and providing necessary information.
19. Maintain comprehensive records of all tender activities, including documentation of decisions, communications, and evaluations.
20. Maintain the confidentiality of sensitive information and ensure the secure

handling of all tender documents.

21. Assist in preparing regular reports on the status of ongoing/ running tenders and upcoming tenders to be presented to the management.

22. Perform other duties as assigned.

23. Employee should prioritize wellbeing of themselves and their colleagues while maintaining a safe and healthy work environment. Adhere to all health & safety protocols, participate in wellbeing & wellness programs, and promptly report any concerns regarding the wellbeing of oneself & others in order to foster a culture of best practice.

#### Competencies

Achievement Oriented

Collaboration & Teamwork

Customer Centricity

Drive Vision

Empower & Nurture Talent

Interactive Communication

Solution Oriented

#### Key Result Areas

1. Strong organizational and multitasking skills.
2. Excellent written and verbal communication skills.
3. High attention to detail and accuracy.
4. Traceability and organized documentation of Contracts and other related
5. Contracts Administration
6. Adhere to health, safety, security and environmental policies, procedures, instructions and controls for the safety of self & others to ensure Zero LTI & Recordable incidents by Qatar Shipyard Technology Solutions & Subcontractors.
7. Time Management: Effectively manage time and prioritize tasks to meet deadlines.
8. Problem Solving: Proactively identify problems and develop effective solutions.
9. Team Collaboration: Work collaboratively with team members and across departments.

#### Interactions and Working Relations

**Internal:** Department / Section Heads, Operations/ Project Team, P&SC Team

**Purpose:** Ensure accurate and compliant contract management, align on priorities and tasks, and assist any concerns.

**External:** Suppliers / Service Providers / OEM's and Clients

**Purpose:** Maintain positive working relationships and support business transactions.

#### Qualifications, Experience and Job Skills

##### Qualifications:

Bachelor's degree in Business Administration or equivalent/ related field preferred from an accredited institution.

##### **Experience:**

- A minimum of 3 years of experience in contract activities and/or supply chain

operations in shipyards is a plus.

- Strong Coordination capabilities among Suppliers/ Subcontractors and Internal Stakeholders
- Previous experience in working with SAP is an added advantage.

**Job Specific Competencies:**

**i. Behavioral (Refer to Qatar Shipyard Technology Solutions Competency framework for competency definitions)**

1. Drive Vision
2. Interactive Communication
3. Customer Centricity
4. Solution Oriented
5. Empower & Nurture Talents
6. Collaboration & Teamwork
7. Achievement Oriented

**ii. Technical**

1. Understanding of Procurement & Supply Chain Procedures.

**iii. Generic**

1. Commitment to Health, Safety and Environment
2. Customer Focus
3. Global Mindset
4. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
5. Analytical Thinking: Ability to analyze complex information and identify key issues.
6. Computer Literacy (Microsoft Office/Excel/ERP)
7. Interpersonal Skills
8. Verbal and Written Communication Skills in English
9. Time Management Skills
10. Coordination Skills

## 11. Project Engineer – O&IE

1 - Job Details			
Job Title	Project Engineer – O&IE		
Reports To	Senior Project Manager.		
Division		Department	Operations
Section	Project Management	Location	Ras Laffan
Direct Reports	Nil		

2 - Job Summary and Purpose
Responsible for identification, planning, design and execution of engineering specifications related to structural, Electrical, Piping and commissioning system (as assigned) for offshore fabrication (Brown & Green field) , Industrial Engineering and New building projects throughout the project execution cycle for the assigned projects.

3 - Accountabilities
<ol style="list-style-type: none"> <li>1. Responsible for handling end to end interface coordination assignments related to all aspects of offshore Fabrication (Brown &amp; Green Field) , Industrial engineering and New building projects.</li> <li>2. Ensuring project executions are undertaken in accordance with client project specifications , Safety and Quality requirements , as well as the yard procedure and work instructions.</li> <li>3. Responsible for monitoring the progress of the project to ensure timely delivery of assignments while maintaining high HSE standards and cost effectiveness.</li> <li>4. Coordinate with respective trades like piping, structural, electrical etc and project manager for ensuring the work carried out is in compliance to the client specification and class requirements.</li> <li>5. Ensuring proper identification, selection and preparation of specifications for various technical procurements and sourcing.</li> <li>6. Responsible to maintain and update the client supplied engineering drawing register, maintain separate records of sample drawings issued by client and schedule for the assigned projects.</li> <li>7. Preparation of method statements and specific procedures in line with client requirements and ensure the timely submission of yard engineering reports and progress details to the client.</li> <li>8. Ensure the timely receipt of client deliverable/material etc. so as not to hamper smooth construction and highlight the requirement of critical documents in advance.</li> <li>9. Arrange project meetings, internal and external as necessary to ensure the effective monitoring of key project performance indicators.</li> </ol>



### 3 - Accountabilities

10. Motivating the site-based project team to deliver the project in a safe , timely and cost effective manner
11. Assist project manager in ensuring that all project/contract deliverables including final documentation are properly submitted to the client in timely manner. Ensure project documents are maintained complete, updated and stored properly.
12. Ensure project close out reports are maintained which includes the project evaluation, assessment of the results and lesson learnt.
13. Complies with all relevant safety, quality and environmental management policies, procedures and controls to ensure a healthy and safe work environment.
14. Employee should prioritize wellbeing of themselves and their colleagues while maintaining a safe and healthy work environment. Adhere to all health & safety protocols, participate in wellbeing & wellness programs, and promptly report any concerns regarding the wellbeing of oneself & others in order to foster a culture of best practice.

### 4 - Key Result Areas

- Adhere to health, safety, security and environmental policies, procedures, instructions, and controls for the safety of self and others. To ensure Zero LTI & Recordable incidents
- To ensure Projects are executed safely and delivered within the contractual period and target budget.
- To monitor and control assigned projects with minimum deviation between commercial allocated and actual consumed manhours budgets.

### 5 – Interactions and Working Relationships

<b>Internal:</b>  Production Managers / Commercial / Other functional heads / Trade foreman and supervisors.  <b>Purpose:</b>  Monitoring and coordinating among various trades for the project delivery in compliance to the engineering protocol.	<b>External:</b>  Clients / service engineers / classification engineers etc.  <b>Purpose:</b>  Close contact with all external stake holders in resolving technical issues and completion of the project as per engineering specifications.
---	--

### 6 – Financial Authorities

- As per TOFA.

### 7 – Qualifications, Experience and Skills

#### Qualifications:

- BE or Diploma in Mechanical Engineering with relevant experience in Offshore & New Build Fabrication Projects (i.e., Jacket, Topside, Boat landing, Brown field related fabrications etc.).

- Experience in working with multinational and multi-cultural project teams is strongly preferred.
- Strong HSE commitment and robust Commercial awareness.
- Able to handle multiple project and cope with fast pace dynamic work environment.

**Experience:**

- Minimum 8 years relevant working experience

**Job Specific Competencies:**

**i. Behavioral Competency**

1. Drive Vision
2. Interactive Communication
3. Customer Centricity
4. Solution Oriented
5. Empower & Nurture Talents
6. Collaboration & Teamwork
7. Achievement Oriented

**ii. Technical Competency**

1. Ability to use Project Management techniques.
2. Ability to focus more on contractual objectives and technical solutions.
3. Good knowledge in engineering drawings, ship building softwares and engineering design techniques.
4. Good knowledge on Client management, contract management, maintaining HSEQ on projects, understanding of commissioning management.
5. Stress Tolerance and Adaptability.
6. Leadership and Negotiation Skills.
7. Critical Thinking.
8. Good Team player
9. Planning & Organising skills
10. Customer focussed
11. Risk Management Skills.
12. Cost Conscious



## 12. HSE & FIT Inspector

1 - Job Details			
Job Title	HSE & FIT Inspector		
Reports To	Head of Marine HSE & FIT		
Division		Department	HSSE
Section	Safety-Marine	Location	Ras Laffan
Direct Reports	Nil		

2 - Job Summary and Purpose
<p>This job requires a combination of both technical (operational) and practical safe operations expertise to act as a leading hand &amp; to provide guidance to HSE &amp; FIT Promoters and reporting to safety Subject Matter Experts (SME) such as Officer level staff. Responsible for monitoring the dynamic / changeable activities on board the vessel and acts on the variable requirements in coordination with the Safety Team, Project Team and Ship Crew.</p>

3 - Accountabilities
<p><b><u>Key Accountabilities:</u></b></p> <ol style="list-style-type: none"> <li>1. Prepares the shift handover form for confined spaces' status and activities.</li> <li>2. Follows up on the implementations of the agreed corrective and preventive actions as a result of the daily project walkthroughs and other daily HSE issues on-board the vessel.</li> <li>3. Checks and issues category 2 hot work permit subsequent to the joint inspection from the trade.</li> <li>4. Assists and guides the Ship Crew and Service Engineers on board vessels with regards to Technology Solutions HSSE rules and regulations. Coordinates with Ship Crew with their requirement of Permit to Work (PTW) and communicates with the Vessel Safety Officer and concerned section for appropriate actions.</li> <li>5. Mobilizes and issues safety equipment like fire lines, fire extinguishers, life-saving, emergency &amp; rescue, Spill control tools and equipment and communicates with FIT for providing the required items and services based on the dynamic work requirements.</li> <li>6. Identifies hazards, takes actions for elimination and stops work where conditions and/or practices are unsafe and reports the findings for further coordination with the Project Team / Client / Ship Crew.</li> <li>7. Does Service Entry, Purchase Requisition, RFI (Request for Information) and Reservation in SAP System.</li> </ol>

### 3 - Accountabilities

8. Prioritises his own and his colleagues' wellbeing while maintaining a safe and healthy work environment. Adheres to all health & safety protocols, participates in wellbeing & wellness programmes, and promptly reports any concerns regarding the wellbeing of oneself & others in order to foster a culture of best practice.
9. Perform other related duties and responsibilities as assigned.

### 4 - Key Result Areas

Implementation of HSE requirements within all project, vessel, yard, general areas, workshops, open areas and all building in Qatar and aboard client projects.

### 5 - Interactions and Working Relationships

**Internal:** Qatar

**External:** Client

**Purpose:** Walkthroughs

**Purpose:** Walkthrough findings and Project Safety Observations

### 6 - Financial Authorities

- As per TOFA.

### 7 - Qualifications, Experience and Skills

#### Qualifications:

- Minimum of Secondary Education
- NEBOSH IGC or its equivalent qualification

#### Experience:

- A degree holder in OHS or equivalent, with 1-2 years' experience in a similar position. A non-degree holder with safety qualification, with operations and safety experience, minimum of 3 years of experience in a similar safety position. Alternatively, minimum experience per client specification if role is project specific.
- Working experience in safety and shipyard or maritime industry.

#### Job Specific Competencies:

##### 1. Behavioral Competency

1. Drive Vision
2. Interactive Communication
3. Customer Centricity
4. Solution Oriented
5. Empower & Nurture Talents
6. Collaboration & Teamwork
7. Achievement Oriented

## **II. Technical Competency**

1. People & Teamwork (Interpersonal Skills)
2. Effective English Communication Skills (oral and written)
3. Computer Literacy (Microsoft Office/Excel/ PowerPoint)
4. Leadership Skills
5. Customer Focus
6. Knowledge of Shipyard Operations
7. Health, Safety, Security & Environment Induction
8. NEBOSH IGC
9. NEBOSH Health and Safety at Work (HSW)
10. NEBOSH Environment at Work (EAW)
11. Knowledge and understanding of SHEQS Policy, HIRA, HSE Procedures and Work Instructions
12. Knowledge and understanding of firefighting, emergency, rescue and pollution control techniques
13. Knowledge and understanding of incident and accident investigation procedure
14. Knowledge and understanding of basic first aid and life-saving techniques
15. Knowledge of Hot work Assessment criteria
16. Enhanced Take 5 and Risk Assessment
17. Bump Testing & Calibration of Gas Meter
18. Authorized Gas Testing,
19. Train the Trainer
20. Basic Supervisory skills
21. Gangway Tower Operation
22. Incident Commander (Vector Command)
23. First Aid at Workplace



### 13. Supervisor (Work Preparator) (Steel Work)

1 - Job Details			
Job Title	Supervisor (Work Preparator)(Steel Works)		
Reports To	Production Engineer/ Senior Production Engineer		
Division	Steelworks	Department	Operation
Section	Steelworks	Location	Ras Laffan
Direct Reports	Work Preparators		

#### 2 - Job Summary and Purpose

Responsible for ground level implementation and supervision for the execution of work. Supervision to ensure implementation for work specifications, work lists and on-board inspections. Guide and control work preparation on assigned project (s). Enable job preparators implementation of development work, mark up drawings, nesting drawings, bill of materials and submit work completion forms to foreman for verification.

#### 3 - Accountabilities

##### Key Accountabilities:

1. Work alongside the Project Supervisor / Foreman/ Engineer to identify the scope of work from Owner's specifications, tenders, work lists, on-board and shop inspections.
2. Monitor and coordinate the Work preparator activities in various vessels.
3. Monitor and report any issues and delays to Manager/HOD promptly
4. Understand the scope and ensure implementation and execution of "mark-up" drawings & As built drawings.
5. controlling of the client issued drawings or drawings issued by engineering department. Maintaining the drawing index and revision control.
6. Ensure correct drawings are issued to production and recollect the obsolete drawings back from the production.
7. Preparation of related drawings for approval by relevant parties.
8. Create a daily plan of action to organize tasks to complete jobs effectively
9. Oversee the materials requisitions.
10. Checking and verifying the grades of the materials and coordinate with QSA for the certification of materials by class or client.
11. Developing work descriptions.
12. Liaison with Owner representative, PJM, Invoicer, other trades and other sections within Department
13. Follow the day-to-day operations related to own job to ensure optimized flow of work
14. Prepare work completion forms for each job with all the necessary details and get it reviewed by foreman.
15. Assist foremen/engineer to create and submit final documentation related to section hull jobs by providing inputs.
16. Employee should prioritize wellbeing of themselves and their colleagues while maintaining a safe and healthy work environment. Adhere to all health & safety protocols, participate in wellbeing & wellness programs, and promptly report any concerns regarding the wellbeing of oneself & others in order to foster a culture of best practice.

### 3 - Accountabilities

17. Comply with all relevant safety, quality and environmental management policies, procedures and controls to ensure a healthy and safe work environment.
18. Perform other related duties or assignments as directed

### 4 - Key Result Areas

- Maintaining safe working conditions and ensuring injury free days at work location
- To maintain the quality of works and to ensure to deliver the product with required quality
- To ensure to meet the targets and schedules by maintaining the best productivity

### 5 - Interactions and Working Relationships

**Internal:** I: Operations Staff, QSA, PJM

**Purpose:** Ground level implementation and Supervision for the execution of work.

**External:** N/A

**Purpose:** N/A

### 6 - Financial Authorities

- As per TOFA.

### 7 - Qualifications, Experience and Skills

**Qualifications:**

- Diploma/Degree/ Industrial Certification.

**Experience:**

- 3 years experience of supervising work preparators in a Shipyard or Candidates with Higher Secondary at least 5 years relevant working experience as Work preparator in Shipyards with supervising skill set

**Job Specific Competencies:**

**Behavioral Competencies::**

1. Drive Vision
2. Interactive communication
3. Customer Centricity
4. Solution oriented
5. Empower & Nurture Talents
6. Collaboration & Teamwork
7. Achievement Oriented.

**Technical Competencies:**

8. Knowledge and experience in steel works jobs of ship repair and ship building.
9. Ability to read, interpret and follow method statements and procedures, specifications, drawings, and all other discipline related project and engineering documentation
10. Knowledge in various types steel works, steel structures and welding procedure specifications

11. Drawing interpretation skill.
12. Knowledge of material standards.
13. Thorough knowledge in various types steel works, steel structures.
14. Computer proficiency and knowledge of MS Office, Outlook etc.
15. knowledge about AutoCAD to produce detailed drawings.
16. In depth knowledge about Ship repair, new building and offshore fabrication quality standards. Capability of interpreting various international codes & class rules.
17. Knowledge about safety and quality standards.

**Generic Competencies:**

18. Commitment to Qatar core values
19. Knowledge of English language
20. Good communication skill
21. Planning and Organizing
- 22.

## 14. Structural Welding Foreman

Job Title		Experience	Education
Structural Welding Foreman		5-10 years trade experience	Matric and above (High School Diploma or Equivalent)
Reports to:		Additional	
Welding Supervisor or Superintendent		Exposure to a multi-discipline work environment. Must understand governing code requirements and be able to interpret and apply project specifications.	
Liaise With	Liaise with all departmental foreman and supervisors, stores personnel, HSE, QC personnel and client representative.		
Supervises	To co-ordinate and supervise activities of Fabrication Must ensure compliance with HSE, Quality, and Ethics policy.		
Tasks and Responsibilities			
<ul style="list-style-type: none"><li>• Assigns job to welders based on their qualification.</li><li>• Checks on work progress to ensure expedient and proper completion of jobs.</li><li>• Observes welders and take corrective action when needed to ensure good quality weld with speedy result.</li><li>• Keeps sufficient stock of welding rods, oxygen, holders, hoods, and grinders.</li><li>• Ensures equipment is maintained in good working condition and ORDERS replacement, when needed.</li><li>• Ensure applicable/approved WPS is used by welders within approved parameters.</li><li>• Monitor weld repair and project requirement.</li><li>• Set and apply standards of safety and quality relative to project requirements.</li><li>• Look one week ahead in planning of work.</li><li>• Measure each man's output and advise that man of the performance/productivity.</li><li>• Act when standard and target are not meet.</li><li>• Where necessary refer Quality/Progress/Productivity issues to supervisor.</li><li>• Ensure priorities and met as per planning.</li><li>• Ensure equipment and tools are used properly and maintained in good working condition and request to replacement when necessary.</li><li>• Maintain safety regulation and company policies.</li><li>• Observe employees at work for unsafe act.</li><li>• Ensure proper back gouging and inter pass cleaning of weld to minimize the repair.</li><li>• Ensure storage of welding consumable to eliminate any chance of welding consumable mix up and wrong selection.</li><li>• Ensure welders are utilizing calibrated welding machines.</li><li>• Ensure welders are maintaining proper preheat and inter pass temperature.</li><li>• Keep good communication with inter discipline supervision to get good flow of work in an organized manner.</li><li>• Attend Supervisors' meeting and involve in schedule planning.</li><li>• Review schedule with the supervisor on a regular day to day basis.</li><li>• Ensure equipment and tools are used properly and maintained in good working condition and request replacements when necessary.</li></ul>			



- Maintain safety regulations and company policies.
- Conduct daily TBT, lead the HIT process and fill the HIT cards.
- Prepare TRA when required and discuss with crew on each new assignment or crew changes
- Observe employees at work for unsafe acts.
- Maintain good housekeeping in work area. Promote BBS and be responsible for his crew member's safety.
- Proactively involve in the safety, quality, campaigns walkthroughs and ensure workplace is safe.
- Experience levels refer to the lowest level, the specific responsibilities refer to the highest level.

#### Other Expectations:

- Exposure to a multi discipline work environment. Must understand governing code requirements and able to interpret and apply project specifications.

## 15. Pipe Welding Foreman

Job Title		Experience	Education
Pipe Welder Foreman		5-10 years trade experience	Matric and above (High School Diploma or Equivalent)
Reports to:		Additional	
Welding Supervisor or Superintendent.		Exposure to a multi-discipline work environment. Must understand governing code requirements and be able to interpret and apply project specifications.	
Liaise With	Liaise with all departmental foreman and supervisors, stores personnel, HSE, QC personnel and client representative.		
Supervises	To co-ordinate and supervise activities of Fabrication Must ensure compliance with HSE, Quality, and Ethics policy.		
Tasks and Responsibilities			
<ul style="list-style-type: none"><li>• Assigns job to welders based on their qualification.</li><li>• Checks on work progress to ensure expedient and proper completion of jobs.</li><li>• Observes welders and take corrective action when needed to ensure good quality weld with speedy result.</li><li>• Keeps sufficient stock of welding rods, oxygen, holders, hoods, and grinders.</li><li>• Ensures equipment is maintained in good working condition and ORDERS replacement, when needed.</li><li>• Ensure applicable/approved WPS is used by welders within approved parameters.</li><li>• Monitor weld repair and project requirement.</li><li>• Set and apply standards of safety and quality relative to project requirements.</li><li>• Look one week ahead in planning of work.</li><li>• Measure each man's output and advise that man of the performance/productivity.</li><li>• Act when standard and target are not meet.</li><li>• Where necessary refer Quality/Progress/Productivity issues to supervisor.</li><li>• Ensure priorities and met as per planning.</li><li>• Ensure equipment and tools are used properly and maintained in good working condition and request to replacement when necessary.</li><li>• Maintain safety regulation and company policies.</li><li>• Observe employees at work for unsafe act.</li><li>• Ensure proper back gouging and inter pass cleaning of weld to minimize the repair.</li><li>• Ensure storage of welding consumable to eliminate any chance of welding consumable mix up and wrong selection.</li><li>• Ensure welders are utilizing calibrated welding machines.</li><li>• Ensure welders are maintaining proper preheat and inter pass temperature.</li><li>• Keep good communication with inter discipline supervision to get good flow of work in an organized manner.</li><li>• Attend Supervisors' meeting and involve in schedule planning.</li><li>• Review schedule with the supervisor on a regular day to day basis.</li></ul>			



- Ensure equipment and tools are used properly and maintained in good working condition and request replacements when necessary.
- Maintain safety regulations and company policies.
- Conduct daily TBT, lead the HIT process and fill the HIT cards.
- Prepare TRA when required and discuss with crew on each new assignment or crew changes
- Observe employees at work for unsafe acts.
- Maintain good housekeeping in work area. Promote BBS and be responsible for his crew member's safety.
- Proactively involve in the safety, quality, campaigns walkthroughs and ensure workplace is safe.
- Experience levels refer to the lowest level, the specific responsibilities refer to the highest level.

#### Other Expectations:

- Exposure to a multi discipline work environment. Must understand governing code requirements and able to interpret and apply project specifications.

## 16. Instrument Technician Foreman

<b>Instrument Technician Foreman</b>		04-10 years Trade Experience	High school diploma or equivalent
<b>Reports to:</b>		<b>Additional</b>	
Supervisor or Superintendent.			
<b>Liaise With</b>	Liaise with all departmental foreman and supervisors, stores personnel, HSE, QC personnel and client representative.		
<b>Supervises</b>	To co-ordinate and supervise activities of Fabrication Must ensure compliance with HSE, Quality, and Ethics policy.		
<b>Tasks and Responsibilities</b>			
<ul style="list-style-type: none"><li>• To coordinate and supervise the installation of tubing, instruments/valves installation on petrochemical construction environment. Preferably offshore topside Construction.</li><li>• Reports to Supervisor and supervises all instrumentation craft.</li><li>• Supervises fitters, helpers and trainees and coordination with inter discipline foremen.</li><li>• Set and apply standards of safety, productivity, ethics and quality to comply with procedures and take an action where procedures and policies are not met and rectify/ report immediately.</li><li>• Communicate fluently with colleagues and co-workers.</li><li>• Review instrumentation drawing to determine material requirements and verifies that the correct materials and instrument tags are getting installed.</li><li>• Request shall be raised for materials, Tools required for the fabrication.</li><li>• Supervises installation of tubing and instruments.</li><li>• Flushing/Leak testing of tubing to ensure proper installation.</li><li>• Set targets of production for each employee in his crew.</li><li>• Willing to do something unique with productively &amp; safely.</li><li>• Conduct daily TBT, lead the HIT process and fill the HIT cards.</li><li>• Maintain good housekeeping in work area. Promote BBS and be responsible for his crew member's safety.</li><li>• Implementing project requirements.</li><li>• Always follows the company procedure on work.</li><li>• Follow and maintain all QHSES Policies.</li><li>• Proactively involve in the safety, quality, campaigns walkthroughs and ensure workplace is safe.</li></ul>			

#### Other Expectations:

- Maintain a cooperative working relationship with other workers, administrators, supervisors, QC and HSE.
- Able to gain knowledge from seniors.
- Always seeking learning opportunities related to work.
- Proactively involve in the safety, quality, campaigns walkthroughs and ensure workplace is safe. Expecting proactive approach from FM to step in to improve the safety culture within the team, any observation needs to be discussed immediately with in the team and implement the LL.
- Expecting intervention from the Foreman's to focus on the new hire, engagement with them, feminization for QFAB HSE/Quality system and assign the buddy system without fail.

## 17. Electrical Supervisor

1 - Job Details			
Job Title	Supervisor [Note that trade specialties include Electrical Workshop, Electrical Projects, Electrical Automation, Electrical Alignment, Electrical HVAC]		
Reports To	Senior Production Engineer Production Engineer		
Division		Department	Operations
Section	Electrical & Instrumentation	Location	Ras Laffan
Direct Reports	Group Leader, Worker		

2 - Job Summary and Purpose
<p>This is a Supervisor industrial job at non-senior level in the organization, responsible for supervising and coordinating electrical and instrumentation activities and services within established guidelines and standards within one of the following areas of Electrical Workshop, Electrical Projects, Electrical Automation, Electrical Alignment or Electrical HVAC, all work is executed to a high quality &amp; auditable standard that is consistent with the companies integrated management systems and policies. As a supervisor level tradesman, a higher level of trade skill and experience is demanded and is expected to be demonstrably applied to technical problems and mentoring of trades employees.</p>

3 - Accountabilities
<p><b><u>Key Accountabilities:</u></b></p> <ol style="list-style-type: none"><li>1) Employees should prioritize the wellbeing of themselves and their colleagues while maintaining a safe and healthy work environment. Adhere to all health &amp; safety protocols, participate in wellbeing &amp; wellness programs, and promptly report any concerns regarding the wellbeing of oneself &amp; others in order to foster a culture of best practice.</li><li>2) Read, understand, and delegate assignments based on general arrangement and drawings, work orders and production schedules to determine product or job instructions and specifications.</li><li>3) Supervise the execution of assignments related to electrical &amp; instrumentation to concise engineering drawings and production timescales per projects' requirements and specifications.</li><li>4) Prepare, schedule, and supervise the work layout for the maintenance, alteration and repair of electrical systems and components.</li></ol>

### 3 - Accountabilities

- 5) Set work standards and inspect work in progress and upon completion.
- 6) Conduct pre-work risk assessments to mitigate risks and hazards using Subject Matter Expertise "SME".
- 7) Prepare and present reports related to work progress and completion. Apply skills and knowledge and ability to ensure target production throughput rate or objectives are safely implemented by work team in line with Section Plan, KPIs, and IMS system.
- 8) Provide frontline supervision to people and tasks through effective communication.
- 9) Monitor and implement cost control measures to meet budget requirements.
- 10) Implement and ensure compliance with health, safety, security and environment standards, policies, procedures, and work instructions.
- 11) Set a personal example of safe behavior.
- 12) Specify and comply with work standards and resolve all quality issues on a timely manner.

### 4 - Key Result Areas

- 1) To ensure target production throughput rate or objectives are safely executed by team in line with Section Plan, KPI's, Values and IMS system.
- 2) Adhere to health, safety, security and environmental policies, procedures, instructions, and controls for the safety of self and others.

### 5 - Interactions and Working Relationships

#### Internal:

- 1) Section Supervision, Engineers & Industrial Workers
- 2) All Operations Sections Supervisions and industrial workers.

#### Purpose:

- 1) To supervise guide and enforce safe, productive, and quality work practices within work groups that are compliant to Safety, Health, Environment, Quality & Security standards.

#### External:

- 1) Clients
- 2) Sub-Contractors
- 3) Service Engineers
- 4) Surveyors

#### Purpose:

- 1) To supervise guide and enforce safe, productive, and quality work practices within work groups that are compliant to Safety, Health, Environment, Quality & Security standards.



## 6 - Financial Authorities

- 1) As per TOFA.

## 7 - Qualifications, Experience and Skills

### Qualifications:

- 1) Diploma in Electrical & Instrumentation Engineering/ ITI Electrical Engineering/ Certificate of Competency or equivalent.

### Experience:

- 1) Experience in overseeing execution of electrical work conducted by small teams.
- 2) Experience in fundamentals of electrical wiring, control, and instrumentation.
- 3) Minimum 5 years of relevant experience in the industry.

### Job Specific Competencies:

#### i. Behavioral

- 1) Drive Vision
- 2) Interactive Communication
- 3) Customer Centricity
- 4) Solution Oriented
- 5) Empower & Nurture Talents
- 6) Collaboration & Teamwork
- 7) Achievement Oriented

#### ii. Technical Competency

- 1) Knowledge in computer literacy- Microsoft Excel, Word, Power point.
- 2) Practical & Theoretical Knowledge in AC and DC Voltages
- 3) Knowledge in Marine Fittings and Installation.
- 4) Knowledge in Electrical, machines & motors, troubleshooting
- 5) Knowledge in in-depth understanding of various HVAC equipment and their specifications.
- 6) Knowledge of energy efficient practices and technologies in HVAC systems.
- 7) Knowledge in ability to identify and resolve complex issues in HVAC systems.
- 8) Preparation and Assignment of PTW system and conduct Toolbox Talk.
- 9) Knowledge in Onboard Safety Aspects with work procedures
- 10) Knowledge in marine/ offshore & Industrial Fitting and Installation
- 11) Knowledge in documentation, KPI, IMS, Section Activities & Procedures
- 12) Knowledge in installation, calibration and troubleshooting for pressure, temperature flow devices and circuit breakers.
- 13) Knowledge in analyzing the PID, Electrical & Pneumatic drawings.
- 14) Knowledge in Cable Laying