

JOB DESCRIPTION

**Production Operations Expansion
Sustainability & Start Up
Terminals and Refining**



Job Description**– Production Operator****Job Specification**

Job Purpose

- Monitor performance for the field operation and surveillance of installed equipment, including utility equipment, to ensure the processes are performing within operable limits as defined in standard procedures and instructions to achieve safe and reliable facility operation. **Provide support to Brownfields team by assisting with preparation and execution of isolation and associated zero energy demonstration. Support the Offshore Start-up team in preparation for RFSU by participating in all aspects of startup readiness**

Reporting and Relationships

- Reports to Production Coordinator.
- Direct reports: None.

Internal

- Frequent contact with Panel Operators, Panel Officers, Production-Coordinator and maintenance teams.

External

- Periodic contact with third party contractor representative when on-board and vendors.

Job Context & Major Challenge(s)

- Work according to established operating plans, programs, and procedures for senior operator role for offshore.
- The job involves continuous presence in an outdoor work environment associated with harsh weather conditions within the offshore, operating field equipment at high elevation, physical engagement covering a wide range of areas **during all assigned tasks within the Brownfield and Start-up teams. Position requires timely and precise guidance from panel operator, start-up and Brownfields lead during execution activities.**
- Active member of the Offshore Emergency Response Team, responsible for first line incident response.
- 28/28-day rotation cycle working 12 hours shift cycle in an offshore environment.

Financial Dimension

- As defined for this job level in the Delegation of Authority and/or approved budget.

Generic Accountabilities – All Employees

Safety Health & Environment	<ul style="list-style-type: none"> • Ensure all activities are undertaken in compliance with Company Safety, Health and Environment and Quality policies, regulations and standards.
Qatarization Program	<ul style="list-style-type: none"> • Contribute to the development of Qatari employees. This accountability is a condition of employment for expatriate employees.
Firewall Compliance	<ul style="list-style-type: none"> • Ensure all activities undertaken comply with anti – trust and competition laws and the Company firewall policies and procedures.

Key Job Accountabilities

1. Operate field equipment in accordance with operational procedures and approved safety procedures to ensure effective performance and optimum operational status of equipment.
2. Perform remote wellhead visits as directed by immediate Supervisor **including execution of operator related PPM.**
3. Monitor and log all operating parameters, perform pro-active monitoring of field equipment and ensuring that all irregularities are reported to immediate supervisor for advice and/or resolution.
4. Apply operational expertise for the resolution of production/process problems and to enhance in field operator capabilities.
5. Prepare equipment or site for maintenance/**project tie-in activities** as per PTW requirement, follow up execution and recommission of equipment upon satisfactory completion of work and PTW closure. **Support Brownfield Execution with tasks that may include closing/opening valves, draining and depressurizing, N2 purge, LOTO isolation, leak/pressure testing**
6. **Support the commissioning and startup teams including fulfilment of various commissioning, system walkdowns and associated equipment startup tasks.**
7. Provide first-line response in the event of an emergency or a major incident to eliminate/ limit potential loss or damage to company personnel, assets, and the environment.
8. Ensure shift relief personnel are fully briefed of current operating status and significant events during previous shift to ensure seamless hand-over of responsibilities.
9. Apply all permit to work requirements and expectations throughout permit to work issuance in field and during PTW field audits.
10. Ensure personnel and job safety through unit surveillance, regular safety walks, PTW audits and initiating Safety Observation Cards.
11. **Support well maintenance, well operations, pigging activities, well intervention activities, and online process samplings, as directed.**

Part B: Person Specification – Minimum Requirements

Qualifications	<ul style="list-style-type: none">• Senior High School relevant Vocational Training Programme Certificate.
Knowledge and/or Experience	<ul style="list-style-type: none">• 5 years Operator experience in the oil and gas sector.
Technical and Business Skills	<ul style="list-style-type: none">• Well-developed operational expertise to undertake complex troubleshooting.• Competency Assurance Program Requirement.• Ability to communicate effectively in written and spoken English.• Developed technical and computer skills. <p>Requires safety awareness.</p>

JOB DESCRIPTION

Shift Supervisor (NFE/NFS)

Operations Expansion & Startup Department

Onshore & Operations Support Group

Job Description**– Shift Supervisor (NFE/NFS)****Part A: Job Specification****Job Purpose**

- Supervise operational shift activities conducted in an allocated work area, to achieve and maintain optimum production levels in safe manner through supervising Panel Officers, Panel Operators and Field Staff involved in monitoring and controlling equipment and process flows.

Reporting and Relationships

 **binamandiri**
Pte Ltd

- Reports to Head of Section
Direct Reports: Panel, Senior & Rover Operators
- Internal
Frequent contact with Head of Operations, Startup Management and direct report Operators.
Periodic contact with Safety, Maintenance, E&P, Project Management Team, Contractor Representatives and Vendors.
- External
Periodic contact with Contractors, Sub-Contractors, QatarEnergy, RLIC and/or interfaced Operators as per defined communication protocol and wherever applicable.

Job Context & Major Challenge(s)

- Works according to the established operating plans, programs and procedures for senior operator role for offshore.
- The role is to supervise the operational shift activities in Expansion start-up NFE / NFS projects and associated facilities.
- Expansion Startup project operations, commissioning, start-up, etc... Substantial operational knowledge in a wide range of processing units and continuous update on standing instructions

Financial Dimension

- As defined for this job level in the Delegation of Authority and/or approved budget.

Generic Accountabilities – All Employees**Safety Health & Environment**

- Ensures all activities are undertaken in compliance with Company Safety, Health and Environment and Quality policies, regulations and standards.

Qatarization Program

- Contributes to the development of Qatari employees. This accountability is a condition of employment for expatriate employees.

Firewall Compliance

- Ensures all activities undertaken comply with anti – trust and competition laws and the Company firewall policies and procedures.

Key Job Accountabilities
<ol style="list-style-type: none"> 1. Plan, allocate and supervise the activities of subordinate staff in an allocated area to ensure operational targets are met with quality. 2. Participate in the development and post-approval implementation of production procedures and practices. Conduct continuous reviews to identify potential enhancements. 3. Participate in developing manpower plans for the deployment of staff resources and continually monitor progress and priorities and make necessary adjustments to meet changing needs. Perform Safety and WM site audit according to established process and ensure compliance. 4. Participate in day-to-day maintenance planning and coordinate all activities to ensure equipment's are in optimum operating condition and that downtime is kept to a minimum. 5. Facilitate work continuity and procedural compliance through authorizing works, logging of shift activities, ensuring availability of cost-effective levels of consumables and. providing shift handover briefings. 6. Inspection and control of the work execution in all respect of the procedures, specifications, safety and environmental protection. 7. Ensure required competencies of team members are met and identify training gaps, recommend and implement training and development programs for Operators, and evaluate individual performances in order to guide and counsel staff in realizing their potential. 8. Act as Incident Controller during emergencies in allocated area, with responsibility for deciding on first-line intervention action. Communicate and provide incident briefings to Company Superiors, as appropriate. 9. Participate in RBWS, Risk Screening, Re-Hazop, and Safety Cases to ensure a quality input to different risk management system and processes. 10. Prepare regular shift reports and Adhoc line reports. 11. Follow the System Completion activities during project phase (endorse B, C, E check-sheets, systems walkdowns, punch verification and close-out, start-up).



Part B: Person Specification – Minimum Requirements

Qualifications	<ul style="list-style-type: none">• Diploma degree Graduate followed by a relevant Vocational Training Programme.														
Knowledge and/or Experience	<ul style="list-style-type: none">• 8 years of experience in the Oil & Gas sector.• Substantial knowledge of all operational aspects of production equipment and control systems in the designated area.														
Technical and Business Skills	<ul style="list-style-type: none">• Ability to communicate effectively in written and spoken English.• Operational Technical Knowledge in the designated area of supervision.• Strong leadership skills• Use of IT Applications (Word, Excel, PowerPoint, Outlook, etc.)														
Behavioural Competencies	<table border="1"><tbody><tr><td>SHE Understanding (4)</td><td>Quality/Quantity of Work (3)</td></tr><tr><td>Ethics and Integrity (3)</td><td>Planning and Organizing (3)</td></tr><tr><td>Trust and Empowerment (3)</td><td>Initiative/Commitment (3)</td></tr><tr><td>Teamwork/Supporting Others (3)</td><td>Interpersonal Skills (4)</td></tr><tr><td>Communication and Information Sharing (3)</td><td>Service Orientation (3)</td></tr><tr><td>Innovation (2)</td><td>Problem Solving (3)</td></tr><tr><td>Job Knowledge (3)</td><td>Supervising and Coaching Others (4)</td></tr></tbody></table>	SHE Understanding (4)	Quality/Quantity of Work (3)	Ethics and Integrity (3)	Planning and Organizing (3)	Trust and Empowerment (3)	Initiative/Commitment (3)	Teamwork/Supporting Others (3)	Interpersonal Skills (4)	Communication and Information Sharing (3)	Service Orientation (3)	Innovation (2)	Problem Solving (3)	Job Knowledge (3)	Supervising and Coaching Others (4)
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JOB DESCRIPTION

Panel Operator (NFE/NFS)

Operations Expansion & Startup Department

Onshore & Operations Support Group

Job Description**– Panel Operator (NFE/NFS)****Part A: Job Specification****Job Purpose**

- Monitors, controls and coordinates the designated operation from Control Panel of assigned facilities/unit, ensuring safe and efficient operations as per the defined operational parameters and in line with operating procedures. Includes maintaining continuous contact with various areas of the Plant to keep them informed of overall operating conditions. The designated operations include LNG Train, SRU/Fractionation, Utilities and Inlet Receiving/Storage and Loading.

Reporting and Relationships

- Reports to Shift Supervisor.
- Direct Reports: None
- **Internal**
Frequent contact with Head of Operations, Operations Coordinators, Shift Supervisors, Panel, Senior and Rover Operators.
Periodic contact with Control System Engineers, Process Engineers, Instrument Engineers, Maintenance Foreman, Telecom Engineers and LTSC Engineers.
- **External**
- Periodic contact with Contractors, Sub-Contractors, QatarEnergy, RLIC and/or interfaced Operators as per defined communication protocol and wherever applicable.

**Job Context & Major Challenge(s)**

- Monitor and control the operation of a designated process units in Expansion start-up NFE / NFS projects and associated facilities.
- The challenge associated with the role involves; full time presence in front of the control panel with managing and responding to high number of alarms, timely decision-making involving plant shutdown in case of uncontrolled process abnormalities and precision in applying operating procedures.

Financial Dimension

- As defined for this job level in Delegation of Authority and/or approved budget.

Generic Accountabilities – All Employees

Safety Health & Environment	<ul style="list-style-type: none">• Ensure all activities are undertaken in compliance with Company Safety, Health and Environment and Quality policies, regulations and standards.
Qatarization Program	<ul style="list-style-type: none">• Contribute to the development of Qatari employees. This accountability is a condition of employment for expatriate employees.
Firewall Compliance	<ul style="list-style-type: none">• Ensure all activities undertaken comply with anti – trust and competition laws and the Company firewall policies and procedures.

Key Job Accountabilities



1. Monitor, control and log all operating parameters through the Distribution Control System (DCS) for all allocated plant area to ensure safety, product quality and plant efficiency. Operate all field equipment remotely, through the DCS and field communication, coordinates process activities in order to achieve safe, efficient and effective production operations.
2. Identify or respond to system irregularities/abnormalities and immediately apply procedures and operational expertise to achieve expeditious resolution and minimum downtime. Escalate problems exceeding authority or level of expertise.
3. Participating in the prioritization and allocation of tasks to be undertaken by Senior Operators and Rover Operators and coordinate activities to ensure effective deployment of resources and avoid conflicting schedules.
4. Monitors and log all operating activities ensuring that entries are accurate, complete and timely.
5. Ensure incoming reliever is fully briefed of current operating status and significant events during previous shift to ensure seamless hand-over of responsibilities.
6. Act as a focal point in emergencies taking decisions/relaying higher-level decisions to field staff to contain events, limit potential and actual damage and achieve return to normal operations at the earliest possible time.
7. Maintains continuous liaison with other Panel Operators to coordinate the required supplies according to production conditions and coordinate the operations that may affect the operation and/or production of any unit within the Plant.
8. Apply all permit to work requirements and expectations and during PTW audits and be familiar with ongoing maintenance work by reviewing permit to work records/logs.
9. Performs proactive monitoring, reporting significant changes and initiating action as required. Starts up and shutdown of the assigned facilities in accordance with company procedures and instructions. Monitors the process alarms and takes action to maintain steady state operation of the facilities and also lob Bypass Overrides and Alarm Shelving Overrides during shift.
10. Review lab results on LIMS (Laboratory Information Management System) on daily basis and adjust the unit process parameters to ensure product specifications are always met.
11. Follow the System Completion activities during project phase (endorse B, C, E check-sheets, systems walkdowns, punch verification and close-out, start-up).

Part B: Person Specification – Minimum Requirements

Qualifications	<ul style="list-style-type: none">• Diploma degree Graduate followed by a relevant Vocational Training Programme.															
Knowledge and/or Experience	<ul style="list-style-type: none">• 6 years Operator experience in the Overrides Oil & Gas sector.• Substantial knowledge of all operational aspects of production equipment and control systems in the designated area.															
Technical and Business Skills	<ul style="list-style-type: none">• Completed Simulator training to develop DCS panel operation capabilities.• Basic Computer skills• Ability to work under pressure, often in isolation• Developed analytical skills• Ability to communicate effectively in written and spoken English.															
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