

Please send your CV to Qatar@binamandiri.sg but not later than **01 Oct 23**

Any inquiry please contact Singgih (WA) **+62 819-9817-7431**

#Note: only shortlisted candidates will be contacted

JOB DESCRIPTION RLOC BASELOAD PLANNER

Qualification & Experience:

Education:

Required (Qualification₁ / Discipline): Bachelor's Degree in Engineering (any discipline)

Preferred (Qualification₁ / Discipline): Bachelor's Degree in Engineering (Mechanical/Civil)

Experience:

Required: Total of 5-7 years of experience as Planning Engineer in the Petrochemical or Oil & Gas Industry. **Must have brownfield construction planning experience.**

Preferred: 7-10 years of experience as Planning Engineer in the Petrochemicals Industry.

Job Skills/Knowledge:

- Must have a strong technical background related to Petrochemical or Oil & Gas Industry and it must **be a brownfield construction planning experience.**
- Must have a deep understanding of Q-Chem Project Management Practices and Tools (Q-PROMPT), including planning, scheduling, budgeting, and risk management and should be able to develop comprehensive project plans and effectively monitor progress throughout the project lifecycle.
- **Must have a good experience in project planning; be responsible for developing and maintaining project schedules through all project phases and must be adept at prioritizing tasks, managing deadlines, and allocating resources efficiently to ensure that projects stay on track.**
- Must be able to review the progress requested to be claimed by contractors and endorse it to proceed with the payment to contractors.
- **Must be able to analyze EOT (Extension of Time) claims and change order and assess their impact on schedule.**
- **Must be able to managing and control projects' costs, including forecasting, and spend tracking and work closely with Project Engineers and other stakeholders to ensure that budgets are met as per the planned WBS, and cost overruns are identified and addressed.**
- Should be able to analyze data, evaluate project risks, and make data-driven decisions and should possess strong problem-solving and critical-thinking skills to identify potential issues and find appropriate solutions.
- Should have a keen eye for detail to identify potential discrepancies, risks, or issues that could impact project performance and should be meticulous in reviewing project documentation, reports, and deliverables.
- Should be adaptable and flexible in adjusting project plans, schedules, and resources to accommodate these changes effectively.
- Must have a good knowledge of project management software & Microsoft Office Tools: Proficiency in using project management software tools such as Microsoft Project, Primavera, or other industry-specific software is essential and have a professional level in using MS office

tools. These tools help in developing schedules, tracking progress, and generating project reports.

- Should possess a thirst for knowledge and be dedicated to staying updated with the latest industry trends and best practices and he should be proactive in seeking professional development opportunities and obtaining relevant certifications.
- Should be able to prepare relative reports and communicate them in a timely and accurate manner in order to meet the department requirements, policies and standards.

Committed to Safety:

- Demonstrates commitment to safety standards and procedures, promotes safety behavior in the organization and contributes to the achievement of a safe environment. Recognizes and addresses unsafe practices and constantly learns from safety events.

Policies, Systems, Processes and Procedures:

- Ensure to follow company Policies, Systems, Processes and Procedure while executing any assigned responsibilities.
- Identify the opportunities for the continuous improvement of Projects systems, policies, processes, and practices.
- Develop and enhance any procedures and guidelines related to Project Controls whenever is requested.

Communicates Effectively

- Should have Effective communication skills to coordinate with stakeholders, team members, and management and must be able to clearly convey project objectives, plans, and progress updates in both written and verbal form.

Demonstrates Accountability

- Takes responsibility for all work activities and personal actions; follows through on commitments; implements decisions that have been agreed upon; maintains confidentiality with sensitive information; acknowledges and learns from mistakes without blaming others; recognizes the impact of one's behavior on others.

Teamwork & Collaboration

- Should works closely with various stakeholders, including interdisciplinary teams, contractors, and external vendors and should be skilled in building relationships, fostering collaboration, and facilitating effective teamwork to ensure project success.

Develops Others

- Fosters an environment where people learn everyday through hands on experience Applies tools to enable people reach their full potential and supports system and processes that ensure everyone is part of the company's growth.
- Contribute to the development of Qatari employees.

JOB DESCRIPTION SHUTDOWN COORDINATORS

Qualification & Experience:

Education:

- BE - Mech. Eng'g.
- Diploma in Mech. Eng'g.(Minimum)

Experience:

- Min. 15 Years on related field (To be supported by CV and employment certificates)

- Minimum 5 years' experience in permit-to-work system as receiver.

Competencies:

- Ability to read shutdown schedules.
- Identify the spares, resource requirements and preparation of work packs.
- Interpreting technical documents (P&ID's , Isometrics, Drawings, inspection sketches etc)
- Ability to prepare documents like risk review, JHA, incident notifications etc)
- MS Office
- Work Experience certificates