



Position Description:

Position Title:	Concept & Capacity Planning Manager	Directorate:	Engineering
Department:	Concept & Capacity	Location:	Head Office
Section:	-	Job Level:	Senior Management
Reports to:	General Manager Engineering	Subordinates (Direct/Indirect):	8 / 0

Job Purpose:

To manage all the Process Engineering activities and deliverables for a specific project and ensure timely completion to the required quality standards. The candidate will have process/concept engineers reporting to him/her.

Qualifications, Skills and Experience:

Qualifications:	Bachelor's Degree in Engineering, with a specialization in Chemical Engineering.
Experience:	At least 12 years of experience related to Oil and Gas Projects minimum 7 years of all disciplines in Oil and Gas processing with at least 5 years in Gas facilities/process and concept .
General Skills:	<ol style="list-style-type: none">1. Proven Good Knowledge of management of Consultancy and EPC Contracts.2. Proven Knowledge of Leading Concept Studies, Basic Engineering and Management of Consultancy and EPC Contracts.3. Working Knowledge of MS Office Software.4. Supervisor Skills.5. Strong Teamwork and Leadership Skills.6. Strong project management and interpersonal skills, familiarity with contract management, schedule and cost controls, Quality Management System and HSE practices.7. Thorough knowledge of applicable engineering software.8. Proven strong ability in mentoring and training.9. Strong understanding and appreciation of other cultures and cross-cultural integration in a multi faced environment.10. Motivated, dependable and initiative.11. Strong Working Knowledge of Process Related Software's.12. Highly developed language skills in written and spoken English and Arabic.13. Arabic language skills will be an asset.14. Valid Omani driver's license



Key Responsibilities:

1. Manage all process engineering activities within OGC.
2. Review and approve all EPC Consultants or consultants' process engineering deliverables.
3. Prepare, check and approve all process engineering deliverables.
4. Supervising/Developing Feasibility Studies.
5. Performing Conceptual Studies including options identification, screening, evaluation and selection.
6. Developing Operations, process control, metering, Control and Safeguarding, telecommunication philosophies.
7. Multi-discipline concept studies including instrument/telecommunication / Electrical infrastructure studies, e.g. DCS vs. Field Bus, Fiber Optics vs. microwave signals etc..
8. Coordinating, supervising and approve Front End Design activities and deliverables including design basis, philosophies, Heat & Material Balances, Hydraulic and transient analysis, Process Flow Schemes, Process Safeguarding Flow Schemes, Process Engineering Flow Schemes, Equipment sizing, Control & Safeguarding Narratives, etc...
9. Coordinating, supervising and approve other 3rd Party activities, e.g. Availability studies, Quantitative Risk Assessment studies.
10. Conduct coaching activities effectively along with the subordinates in order to enhance their performance.
11. Participating, closing action items and approves reports from HEMP activities such as HAZID, Design Review, HAZOP, SIL/IPF Classification reviews.
12. Developing Tender Specifications.
13. Tender Clarification and Evaluation Performing Economic and Life Cycle Cost analysis.
14. Adherence to all statutory requirements pertaining to HSE, and the HSE standards and specifications of OGC.
15. Implementation of all quality and HSE requirements under your area of jurisdiction.



Core Competencies

(refer to Compass Competency Profile for more details)

Basic Skills: Mastery

- Act as a significant influence on corporate strategy, objectives and vision through the advanced application of core skills and competencies. Play a major role in driving organizational performance, results and future opportunities through the structured development of these skills and competencies within the entire organization.

Communication: Mastery

- Edit, review and write complex technical documents. Demonstrate solid understanding of basic computer software, as well as ability to utilize dedicated applications. Lead and mentor others in communication.

Personal Effectiveness: Mastery

- Act as an organizational model for personal effectiveness attributes, coaching and mentoring others where appropriate. Address critical problems and execute high-risk decisions where necessary.

Policies and Procedures: Fundamental Application

- Demonstrate adherence to corporate policies and procedures. Describe the importance of corporate culture in terms of success and public perception.

Basic HSE: Mastery

- Take an active role in designing and implementing basic HSE programs and procedures. Monitor organizational compliance to HSE and implement revisions and updates to basic HSE as required.

Advanced HSE: Mastery

- Lead business leadership teams towards HSE performance. Act as a champion for all HSE Strategic Objectives within the organization, developing and implementing strategies to foster a HSE-driven vision.

Creating Value: Mastery

- Champion the organization's customer focus and drive for excellence. Redesign and improve on quality and business systems and processes. Develop continuous learning strategies to manage organizational performance as a direct influence on results.

Business Strategies: Mastery

- Execute strategic business plans and ensure organizational focus supports this plan. Demonstrate global leadership initiatives, monitoring and updating performance strategies to meet needs.

Operational Management: Mastery

- Consistently model operational excellence for various management strategies, acting as a coach where appropriate. Monitor and evaluate operational management strategies for potential improvement.

Leadership: Mastery

- Design and develop strategic leadership initiatives that promote the growth and development of effective leadership qualities. Act as a model leader, influencing the leadership qualities of others.

Building Capabilities: Mastery

Fully manage a personal development plan while playing a fundamental role in organizational learning and development. Champion mentoring and coaching activities and act as an ethical role model



Functional Competencies

(refer to Compass Competency Profile for more details)

Gas Processing Skilled

- Troubleshoot processes, equipment, and systems. Gas Processing.

Mechanical Rotating Equipment: Awareness

- List, identify, explain, describe, and define terms, factors, and activities related to mechanical rotating equipment.

Overpressure Protection, Relief and Flare: Skilled

- Troubleshoot equipment and systems. Overpressure Protection, Relief and Flare Skill
Group Description

Mechanical Rotating Equipment: Awareness

- List, identify, explain, describe, and define terms, factors, and activities related to mechanical rotating equipment.

Non-Rotating Equipment: Fundamental Application

- Describe, calculate, outline, size, rate, list, participate in, and review, factors and activities related to non-rotating equipment.
- **General Engineering Drawings and Documentation: Fundamental Application**
 - Develop, use, study, and validate general engineering drawings and documents.

General (All_Rounder): Awareness

- Explain, describe, outline, list, and identify factors and activities related to process safety, the environment, pipelines, insulation and heat tracing, corrosion, offshore systems, flow assurance, maintenance and reliability, civil and structural considerations, project management, and reservoir/production engineering.

Project Engineering / Design : Mastery

- Develop best practices for a company for ranking production facilities. Define and quantify the items to be included in a process design basis, validate and modify complex models.

Utility Systems : Fundamental Application

- < Define and review the selection parameters and criteria, simulation software, optimization process, PFD and P&ID, codes, and specifications for the following systems: Fuel Gas, Heating Medium, Cooling Medium, Steam, Diesel and Oil Fuel, Fresh and Potable Water, Instrument and Plant Air, Inert Gas, Open and Closed Drains, Firewater, and HVAC.