



Position Description:

Position Title:	Operations Planning Engineer	Directorate:	Operations
Department:	Gas Planning	Location:	Head Office
Section:	Operations Planning	Job Level:	
Reports to:	Head of Planning	Subordinates (Direct/Indirect):	-

Job Purpose:

Responsible of integrated activity planning including maintenance, project and service contractors activities. Insure all planned activities are scheduled in accordance to operation and maintenance requirements and work priority utilizing SAP system. Provide continuous tracking of all planned activities progress and ensure they are delivered as per plan. Provide strategic planning for shutdown & turnaround, major overhauling activities and gas suppliers & consumers outages. Review and develop planning and maintenance processes and procedures that meet with world-class practices. Maintain and update all planning section documents and references accordingly.

Qualifications, Skills and Experience:

Qualifications:	Bachelor Degree in Engineering discipline.
Experience:	<p>At least 5 years of experience in Oil & Gas Industry with skills on surface operations and facilities. Involving experience in short and long term planning of multidiscipline maintenance activities, shut down and turnarounds in oil and gas or petrochemical sector. Significant experience in planning engineering and procurement services. Experience with maintenance strategy development and its implementation in an operating facility.</p> <p>Demonstrated exposure to planning, computer literacy and working experience with maintenance management systems. Experience with Mechanical, Instrument, Electrical and Pipeline Maintenance activities of high-pressure facilities.</p>
General Skills:	<ol style="list-style-type: none">1. Competent with oil & gas operations, processes, practices and facilities.2. High proficiency in Enterprise Resource Planning systems (ERP) preferably SAP.3. Understanding of flow and logistics required for small and medium engineering and construction projects.4. Experience related to Maintenance Management of high Pressure Gas Pipeline system will be an asset.5. Extensive knowledge of work permitting and risk assessment processes for maintenance work.6. Good knowledge of construction, commissioning and start-up processes planning.7. Demonstrated ability to drive change and implement new processes.8. Strong interpersonal skills including; communication, negotiation, problem solving, decision making as well as leadership capacity.9. High level of organizational skills and the ability to motivate and influence people.10. Team player, acting as a champion to break new grounds and self-motivated. Good personality & character.11. Ability to work on several projects or activities simultaneously12. Highly developed language skills in written and spoken English.



Key Responsibilities:

1. Review and standardize best demonstrated practice PM Strategies and Corrective Job Plan activities across all regions, sites and maintenance teams.
2. Recommends optimization opportunities based on best demonstrated practices observed during performance reviews.
3. Contributes to Central, Regional and Site Leadership Teams in development of systems, performance indicators and reports, Optimize Maintenance Strategy, Materials Look-up and Staging, CAPEX/ OPEX budget, tools and methods to improve asset reliability and availability
4. Develop the most appropriate method and sequence of shut down and turnaround activities.
5. Maximize equipment availability and reliability through using planned maintenance in the most effective way.
6. Prepare and maintain long term strategic planning (5 years & 1 year) according to organization corporate plan.
7. Facilitate monthly and weekly planning sessions with activity owners to prepare 90 day and 14 day maintenance schedule with all affected parties.
8. Comply with integrated activity planning and scheduling for effective optimization and utilization of resources as per company's procedures.
9. Ensure that all resources are used in the most cost-effective and efficient way.
10. Develop and ensure proper utilization of SAP functionality.
11. Produce necessary SAP reports to assess and facilitate clearance of work backlogs.
12. Support coaching and training for new staff as required.
13. Abide all statutory requirements pertaining to HSE. Adhere to all HSE standards and specification of OGC
14. Any other related duties and responsibilities.