

## POSITION DESCRIPTION

### Job Title: Offshore Installation Manager

#### Key Tasks:

- Comply with own personal responsibilities within the Owner/Partner policies and procedures, liaise with Onshore Management and support groups ensuring good communication levels are maintained and assist in project planning related to offshore activities
- Take control, manage and coordinate any emergency situation, following the approved procedures. In charge of all Platform Emergencies and responsible for Protection of Platform and Equipment
- Manage and be responsible for the safe day – to – day offshore operation, Act as owner of HSE Safety Management System and ensure that appropriate personnel are aware of their responsibilities therein
- Management and Leadership of all offshore staff and other resources, responsible for the overall performance of the offshore team
- Minimising down time and achieve production targets and definition and implementation of a continuous improvement programme for offshore operations
- Conduct the daily Platform coordination and progress meeting and maintain communications with onshore. Ensure the plans are carried out and report on the progress, highlight any concerns
- Manage the platform maintenance program and ensure timely execution & Completion, implement the Operations plan and ensure regular feedback and inputs
- Responsible for gas nomination and ensure targets are achieved
- Manage the interface requirements with other activities, such as Drilling, Well work-over, Vendors and Visitors, Pigging
- Responsible for the offshore Work Program, review the future plans and comment accordingly
- Conduct routine inspections and audits for all activities, and produce the required reports, ensure efficient Platform administration.
- Maintain the integrity of the Platform, and efficient and safe operations and coordinate the helicopter, boat schedule and grant overall approval for the helicopter operation and oncoming visitors and ensure POB list is compiled
- Ensure all contractors and vendors who perform standard and specialist work on the facility are made aware of their responsibilities for managing health, safety and emergency response
- Revise O&M manuals and procedures as required
- Contribute to the creation of operational budgets and cost control
- Contribute to personnel selection and performance appraisal. Transfer of the knowledge and experience on its position to Vietnamese employees and prepare them for advancement

#### Education:

- A University degree in any Engineering field
- Must be a certified OIM
- Various technical, Management, safety and other related course
- Valid certificate of Emergency Management Competency to OPITO (UK) or similar standards

#### Experience:

- 15-year experience in Oil/Gas industry, with at least 5 years experience in supervising multi-ethnic and multi-skilled workforce.
- Able to demonstrate a high degree of initiative and responsibility
- Good track record of effective leadership skills in multi – disciplined oil & gas environment.
- Must be conversant with the relevant codes, regulations, standards and safe practices applicable in the Oil & Gas industry.
- Have an establish record as an OIM, with well developed communication, writing and reporting skills
- Experience of working overseas with third world nationals.

#### Specific knowledge:

- Sound knowledge and competency in hydrocarbon gas production systems.
- Knowledge of mechanical, instrument and electrical systems
- Knowledge of fire and gas detection and ESD systems
- Effective man management and interpersonal skills.
- Advanced knowledge of industry best practices
- Awareness of hazards, effects and management systems

- Advanced communication skills
- Well developed business awareness.
- Numerate with the ability to interpret technical drawings and documents

**Personal Attributes**

- Proven Leadership skills and able to lead a multi – national team
- Flexible attitude towards working hours
- Able to work under high pressure and tolerance to stressful situations
- Tolerance of offshore working environment and roster
- Highly motivated, eager to contribute to a safe and effective operation.
- Ability to work on own initiative
- Reliable and responsible
- Hands on management style