

Position title	Cost Controller
Position status	LN
Position reports to	FM Manager
Department	FM
Rotation pattern	28/28

Job purpose

Provide expertise and general management on cost controlling, procurement and bidding for all facilities management planned projects and executing contracts, which includes establishing budget plan, procurement plan, monitoring review of payment and invoice, cost control of executing contracts, bidding execution, change order review & approval, contract management for all the projects following the standing procedures, national and international specifications.

Duties and Responsibilities

- Monitor, analyze and report schedule performance against spent plan and recommend necessary corrective actions, when required.
- Understand SAP Work Breakdown Structure and use in delivery of progress measurement, scheduling, cost estimating and project control.
- Coordinate schedule from multiple contractors and incorporate the information gathered into the overall departmental master schedule.
- Analyze gaps between the planned spent and actual progress and highlight the areas of concern which require action.
- Create cost trackers and maintain 90 days' look-ahead schedule, weekly, monthly, etc. and report status of spent and update the cost tracker/s regularly.
- Perform project costing related reporting to the team and management's review on a weekly basis to ensure that expenditures are kept within the project budget.
- Support Contract Holder in approval of invoice, preparation of variation order and getting relevant approvals and amendment of additional PO values.
- Establish and manage effectively a planning and progress control system in order to support the Facilities Lead/Manager in decision-making and project completion according to the internal baselines and in compliance with the contractual dates and requirements.
- Collaborate with client and contractor teams to manage the delivery of project deliverables, KPIs, and objectives, including the performance of existing vendors on delivery, quality, price and service.
- Maintain a robust change management process, Review and Coordinate with management for approval for different change orders for different contracts proposed by contractors or suppliers.
- Supports and coordinate on Invitation to Tender document (RFI, RFQ, PO, ITT, etc.) preparation for activities as external purchasing and service subcontracting.
- Update and manage the Approved Vendor List (AVL), Identify new suppliers and review qualification & capabilities based on ITT requirements.
- Initiate global sourcing and procurement plans that comply with the agreed upon specifications & requirement, as well as using contract/ standard pricing with suppliers and strategic cost management across supply chain via supplier analysis,

procurement planning, supply base management, supplier relationship management and supplier improvement projects.

- Expedites orders and requests as needed, estimates values according to knowledge of market price or other research and prepares requests for quote and purchase orders.
- Reviews bid proposals and negotiates contracts for materials and services within budgetary limitations and scope of authority.
- Undertake any other duties as required or requested from department management

Qualification & Training requirements

- BSc degree in Finance or its equivalent and or relevant experience in Facilities Management function handling procurement, bidding, contract management, invoices, cost estimates, VOWD, service orders etc.

Experience

- A minimum of 5 years of relevant job experience within the oil & gas industry for the roles as cost control, procurement and contract management, etc.
- Fully familiar with project control practices and procedures
- Project management/execution knowledge.

Language Proficiency, Computer and Software Skills

- MS Office: Excel, Word and Power point – Advanced
- SAP – operating for job
- Any other software as may be available from time to time
- English – Excellent (Spoken & Written)

Skills

- Negotiation skills, ability to analyze and solve problems
- working experience in Procurement or related functional expertise
- Basic technical business knowledge to be capable of managing supplier interactions and quotes
- Strong written and oral communication skills
- Excellent Communication and presentation Skills
- Able to build strong relationships with internal associates and external suppliers
- Effectively manage time and prioritize tasks
- Work within a process and recommend solutions to rectify inefficiencies

Position title	Process Team Lead
Position status	LN
Position reports to	FM Manager
Department	FM
Rotation pattern	28/28

Job purpose

To provide technical input for process to AOS-IFMS project in accordance with the standing procedures, national and international specifications. And plan, schedule and conduct technically engineering assignments requiring judgment, independent evaluation, selection and significant adaptation and deviation from standard techniques and procedures.

Duties and Responsibilities

1. To develop and manage ITT packages for new tenders.
2. To develop process improvement proposals for project implementation and execution.
3. To work with internal and external technical team for process improvement activities/projects.
4. To provide direction and guidance on all process engineering technical queries raised by either internal or external parties.
5. To provide sound technical advice and solutions to a diversity of technical problems within the discipline.
6. To manage, schedule and lead completed concept engineering design, FEED design and detailed engineering design. To ensure the contractor documents to meet requirement of FEED design.
7. To assist in the coordination of all activities related to process engineering design
8. To review and evaluate Vendors documents in order to determine the approved vendors.
9. To lead and organize important engineering reviews (3D modeling, HAZOP, SIL, etc.).
10. To ensure successful process deliverables for detailed design phase, and ensure that they conform to all applicable engineering codes and standards as well as the AOS-IFMS project policies and procedures.
11. To handle the Technical communications in between relevant stakeholders.
12. To Support to resolve any technical issues and communicate the essential deviations.
13. To Support MOC (Management Of Change) and projects as process experts.
14. To ensure that all work is completed without compromise to quality and is delivered according to the project schedule.
15. To develop process training program and execute.
16. To ensure that all work is completed without compromise to quality and is delivered according to the project schedule
17. To provide direction and guidance on all process engineering technical queries raised by either internal or external parties
18. To liaise with the Client's Engineering, Operations and Maintenance staff as required to ensure a consistent approach to project completion

19. To provide sound technical advice and solutions to a diversity of technical problems within the discipline
20. To identify any areas of concern with respect to progress and/or quality and recommend corrective actions as required
21. To co-ordinate with other disciplines during all stages of design development, construction, pre-commissioning, and start-up

Additional Responsibilities:

1. Responsible for coordinating with contractors as well as the contract holder.
2. Be responsible with any software that may be used in the future for integrity studies.
3. Assist with any other appropriate duties and responsibilities as and when required.
4. Ensure that the safety policies and procedures are understood and adhered to as far as reasonably practicable in order to ensure a safe working environment.
5. Perform all assigned tasks to the highest professional standards with due professional diligence and care.

Qualification & Training requirements

- B.E. / B.Sc. Mechanical Engineering / Chemical Engineering

Experience

- More than 10 years experiences in construction/design environment in Oil & gas, Petrochemicals fields.
- Experiences in the oilfield surface engineering projects in Iraq will be preferred.
- Experiences in the managing role as team leaders will be a plus.

Language Proficiency, Computer and Software Skills

- MS Office: Excel, Word and Power point – Advanced
- Any other software as may be available from time to time
- English – Fluency in writing and oral English

Skills

- Proven Managerial Skills
- Focus on continuous self-learning and Team Improvement
- Thrive in highly pressurized and challenging working environments.
- Effective communication and interpersonal skills.
- Excellent presentation skills.
- Demonstrable experience in the ability to prepare meaningful reports.