

Job Description

Title: Principal Project Manager Cost Ctr: 601-100

Work Location: Kinshasa, DRC

Position Status: Full-time Part-time

Division & Department: O&G, Service and Delivery

Position Reports to: VP, Program Delivery

JOB SUMMARY

The Principal Project Manager (PPM), is responsible for managing the ongoing operations of the national fuel marking program within the Democratic Republic of Congo (DRC). The PPM plans, directs, organizes, and executes activities of designated projects within the Program to ensure that goals and objectives of the projects are accomplished within a prescribed timeframe and funding parameters.

The PPM will be responsible for meeting and managing the expectations of the senior decision makers and stakeholders within the DRC and to undertake clear communications, both internally (Authentix) and externally (Government bodies and sub-contractors), regarding all aspects of the program.

SUMMARY OF ESSENTIAL JOB FUNCTIONS

The essential functions listed below are representative of the functions that must be performed in order to satisfactorily fulfill the purpose of this job. Additional functions and duties may be assumed or assigned from time to time.

- Communicate Program progress, timelines, status, schedules, risks, issues, and resolutions to stakeholders.
- Meet regularly with DRC Government stakeholders.
- Provide effective leadership and management.
- Oversee subcontractor's activities to ensure adherence to scope and schedule.
- Proactively identify additional products and services required by customer.
- Ensure compliance with corporate principles, values and policies.
- Ensure that contractual obligations are met to include agreed upon quantities of instrumentation/equipment, consumables and marker concentrate are available to the client and our in-country subcontractors.
- Manage the day-to-day operational and tactical aspects of multiple and/or large scale projects across multiple groups or divisions.
- Organize, manage and control the Authentix Standard Operating Procedures (SOP's) required for implementation and ongoing operations.
- Manage and provide training to applicable personnel to include subcontractors, partners, regional agents and clients.
- Develop metrics and key performance indicators.
- Perform on-site terminal audits, collect and report key data.

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- Ensure audits are conducted per contractual requirements in order to collect and report key data to write reports for internal and external use.
- Oversee equipment installation and the installation of laboratories.
- Ensure equipment is operating within contractual agreed obligations
- Determine staffing requirement needs and direct team personnel.
- Interface with the Project Management Office and other internal departments as required to facilitate effective communications.
- Proactively monitor the performance of the deployed solution, report to stakeholders and take corrective action if necessary.
- Deliver programs within scope, budget, and schedule constraints.
- Provide feedback to the Solutions Group on the effectiveness of the technology deployed and suggest improvements or highlight issues.
- Obtain payment for any aged invoices.
- Execute against the Division revenue and profit commitment plan
- Coach and mentor project team.
- Responsible for effective scope definition and change management.
- Comply with health and safety policies and quality system.

KNOWLEDGE, SKILLS AND ABILITIES [education, certification, experience, general skills)

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required to satisfactorily perform the essential functions of this job.

- Effective leadership and management
- Excellent communication skills with customer and with management.
- Experience with managing and directing subcontractors.
- Experience working with senior government officials.
- Capable of planning, organizing and managing projects up to \$10MM USD per annum.
- Working knowledge of fuel depot and site issues.
- Able to present cost estimates to Management and clients.
- Must understand profitability on projects.
- Capable of understanding contractual terms (warranty, guaranty, indemnity, etc.).
- Capable of directing work to make an impact on profitability.
- Must have demonstrated leadership capability on projects.
- Excellent problem solving and decision making skills.
- Must be able to make decisions that must be made, however unpopular.
- Exhibits interest in people development and training own project backup.
- Excellent written and spoken French and English.
- Organization, drafting, implementation and enforcement of SOP's
- Demonstrated Project management knowledge and experience.
- Ability to manage Customer and partner relationships.
- Effective organizational skills and ability to prioritize workload effectively.
- Sound scientific background

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- Knowledge of procedures, standards and application of validation and documentation.
- Knowledge and applications of safety procedures (e.g. COSHH).
- Proficiency in the use of all Microsoft programs with a specific requirement of intermediate to advanced skills in the use of Excel, PowerPoint, and Word
- Bachelor's degree in business, engineering or technical field from four-year college or university is desired. Ten (10) years' experience in the Oil and Gas industry, 5 years as Project Manager.

SPECIAL REQUIREMENTS [Travel %, language, etc.]

- The role will require travel throughout the DRC during the implementation and operational phases of the program.
- Advanced language skills in French and English (written and verbal).
- Experience working directly in fuels distribution including marketing, sales or logistics
- Experience with other downstream Oil & Gas activities including terminal administration or additive operations preferred.
- Project Management Professional (PMP) certification and/or Professional Engineering license preferred.

COMPANY VALUES

All Authentix employees are expected to embrace our Company values in the performance of their respective tasks and duties.

Always with *integrity*.....Authentixians value:

- Teaming and collaboration
- Advancing science and technology - for a better world
- Dedicating ourselves to our clients' success
- Competing and winning in the marketplace