

JOB OPPORTUNITY: Project Manager (Oil and Gas)

POSITION DESCRIPTION

Job Title:

O&G Project Manager

Reports To:

VP, Program Operations Management (O&G)

Position Summary:

Authentix is a U.S. based company looking for a Project Manager to manage the ongoing operations of the national fuel marking program within Zambia. This position will be based in Ndola with responsibilities that include planning, organization and execution of designated projects within the Program to ensure the goals and objectives of the project are accomplished within a prescribed timeframe and funding parameters.

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

Key Skills & Experience:

- 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.
- Must be creative, innovative and flexible.
- 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 English.
- Organization, drafting, implementation and enforcement of SOPs.
- 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.
- 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.
- Ideally ten years' experience in the Oil and Gas industry, five years' as a Project Manager.

Education:

- Bachelor's degree in business, engineering or technical field from four-year college or university is desired.

Roles & Responsibilities:

- Communicate Program progress, timelines, status, schedules, risks, issues, and resolutions to stakeholders.
- Meet regularly with Zambian 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 to resolve issues, as needed.
- 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 (SOPs) 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.
- Ensure audits are conducted per contractual requirements 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.
- Deliver programs within scope, budget, and schedule constraints.

Send Application letters and Curriculum Vitae to:

Tess.Chetwynd@authentix.com Closing date 8th April 2018