



## **JOB DESCRIPTION**

**Head of Procurement**

**Shared Resources**

**NFPS Compression Project**

**Major Projects Group**

**Job Description****Head of Procurement Shared Resources****Part A: Job Specification**

---

**Job Purpose**

Overseas all QatarGas and EPC Contractor procurement activities for the NFPS Compression Project. Works to assure a Procurement & Materials program that meets the needs of the project, is cost-effective, expedient, and in compliance with company policies and procedures. Ensures that all Procurement & Materials requirements for the Project are met, and that the requirements of the EPC Contract in respect of procurement and materials are complied with by the Contractor. Responsible for all Pre-Award and Post-Award activities executed by the Contractor, from issuance of Material Requisition to Delivery of Materials at designated Site.

**Reporting and Relationships**

- Reports to Compression Contracts & Procurements Division Manager.
- Direct reports: 3-5 Procurement Lead and Specialist

**Internal**

- Frequent interactions with Procurement team in EPCs
- Regular interaction with project engineering and quality departments
- Regular interaction with Supply and EP&S teams

**External**

- Daily interaction with EPC Contractors and LLI vendors
- Support as required to EPC Contractors for all Procurement activities

**Job Context & Major Challenge(s)**

- The operating environment is dynamic and stressful, requiring a high degree of personal commitment and organization
- Flexible time management is important when working in a small engineering team environment in different world time zones
- Positional boundary set by the approved Project Organization Charts

**Financial Dimension**

- None, although ensures budgetary controls in line with TOFA requirements

**Generic Accountabilities – All Employees**

- Safety Health & Environment** • Ensure all activities are undertaken in compliance with Company Safety, Health and Environment and Business policies, regulations and standards.
- Qatarization Program** • Contributes to the development of Qatari employees. This accountability is a condition of employment for expatriate employees.
- Firewall Compliance** • Ensure all activities undertaken comply with anti – trust and competition laws and the Company firewall policies and procedures.

<b>Key Job Accountabilities</b>
<p><b>Key Result Areas:</b></p> <p>Overall establish and maintain alignment with the PMT on project Procurement, Expediting, Materials, Logistics, Customs and Site needs, objectives and requirements. Personnel will be part of Compression Shared Resources organization and will interact with and support PMT organizations for various Compression EPCs.</p> <ul style="list-style-type: none"> <li>• <b>Establish compliance with project procurement processes and procedures:</b> <ul style="list-style-type: none"> <li>- Establish project coordination procedures for procurement, and oversee the development of other coordination procedures</li> <li>- Review and approve Contractor’s procurement related procedures and processes.</li> <li>- Document any Risks and Lessons Learned.</li> </ul> </li> <li>• <b>Develop and execute Procurement Plans that support the project’s goals and objectives:</b> <ul style="list-style-type: none"> <li>- Work with Contractor to develop and implement overall and individual purchasing plans</li> <li>- Review and implement Contractor’s Purchasing, Expediting and Materials Management plans including plans for purchase of spare parts and bulk materials.</li> <li>- Develop Closeout and Materials Reconciliation plan, including Surplus Material Management.</li> <li>- Document any Risks and Lessons Learned.</li> </ul> </li> <li>• <b>Communicate with PMT on project procurement activities, progress and issues:</b> <ul style="list-style-type: none"> <li>- Report schedule and cost data to PMT with regards to all procurement activities.</li> <li>- Maintain close liaison with appropriate members of PMT (Engineering, Quality, Logistics, Construction and Source Inspection Coordinator) during execution and post award activities.</li> <li>- Advise PMT of procurement issues and steps being taken to mitigate any risks and consequences.</li> </ul> </li> <li>• <b>Manage LLI procurement activities</b> <ul style="list-style-type: none"> <li>- Support PMT in developing LLI strategies for respective EPC</li> <li>- Liaise with Supply to secure necessary paperwork to launch LLI tenders</li> </ul> </li> </ul>

### Key Job Accountabilities

- Liaise with PMT to develop LLLI tender documentation
  - Coordinate & follow up LLI tender till award
  - Support PMT and Supply for novation / free issue of LLIs to EPC Contractor
  - Engage in LLI post award activities as necessary
  - Engage in call offs for frame agreements in place for Compression
- **Manage Contractor's procurement and expediting activities**
    - Ensure Contractor's compliance to approved contractor procedures and prime contract coordination procedures.
    - Review and modify, as necessary, Contractor's purchasing and contracting documents to ensure compliance with Company's requirements including terms and conditions of the contract and all relevant exhibits.
    - Review Contractor's compliance with Company's prevention of information brokering and business ethics guidelines.
    - Assist Contractor in evaluating prospective key vendors and close liaison with the Procurement Quality Surveillance personnel.
    - Ensuring compliance with the contract Project Vendor List as required.
    - Ensure procurement documents produced by Contractor are of acceptable quality (complete, clear).
    - Assist Contractor with the creation of the Procurement Status Report and Expediting Status Report ensuring all data is in line with the approved Level III Project Plan.
    - Plan for effective use of Contractor's materials management system.
    - Ensure Contractor effectively manages procurement interfaces between Client, Suppliers and all other relevant EPC's.
    - Appraise Contractor's performance and maintain the agreed Key performance Indicators to be reported weekly.
    - Ensure Logistics and Customs procedures are created and in compliant with relevant local government bodies and appropriate authorities.
    - Resolve any materials-related issues or claims derived from OS&D's or NCR's issued at delivery to site.
    - Cooperate with IPR and audit teams with respect to all procurement and expediting activities.
    - Ensure orderly turnover of project materials (with regards to procurement) to the operating organization.
  - **Provide Spare Parts Coordination for the project**
    - Understand the schedule and identify key interface points.
    - Establish and implement plan for spare parts management and coordinate spares acquisition process.
    - Provide oversight of the spare parts related activities including obtaining the Required Spare Parts List (RSPL) data and Spare Parts Interchangeability Records (SPIR's).
    - Work issues as appropriate to ensure materials and equipment are received at required location and in line with the project schedule.
  - **Provide subcontracting administration support as required**

**Key Job Accountabilities****Communications and Working Relationships:**

- Requires effective communication, initiative, flexibility and an ability to induce collaboration.
- Effective team player who collaborates well with others.
- Demonstrates the highest level of integrity, leadership, interpersonal understanding and self confidence in dealing with all parties.
- Communicates concisely in written and verbal context; prepares high quality written documents

**Problem Solving/Complexity:**

- Utilizes a systematic approach to problem solving that ensures accuracy, timeliness and quality of documentation in resolution.
- Able to work complex tasks through to completion within Project time constraints, with minimal guidance from other Project Team Personnel.
- Participates in the resolution of problems in more demanding and less familiar situations using precedent and own acquired knowledge

**Decision Making Authority and Responsibility:**

- Able to work within a defined role with limited supervision.
- Able to make decisions and solve problems related to a specific discipline/ field.
- Establishes credibility with peers and supervisors and makes good use of their time.
- Understands organizational authority and seeks appropriate line management approvals.

**Part B: Person Specification – Minimum Requirements**

**Qualifications**

Minimum of 10 years management/supervisory experience on Major Projects.  
BA/BS Preferred

**Knowledge and/or Experience**

Should have experience in handling reimbursable procurement with EPC Contractors and leading a team of Procurement specialist  
Demonstrate understanding of procurement best practices  
Intermediate to Expert Equipment and Materials Purchasing Skills (e.g. engineered equipment/bulks)  
Strong analytical, leadership, negotiation and communication skills  
Ability to operate autonomously on a result orientated basis handling multiple diverse task  
Excellent organisational and communication skills  
Ability to work under pressure and manage constantly changing priorities

**Technical and Business Skills**

Daily direct procurement supervision will not be available when located overseas or rotating; therefore, additional requirements are as follows:

Must be a self-starter and able to work in a virtual organization  
Ability to oversee and monitor Contractor purchasing activities including track/monitor key equipment and material purchases

**Behavioural Competencies**

SHE Understanding (x)	Quality/Quantity of Work (x)
Ethics and Integrity (x)	Planning and Organizing (x)
Trust and Empowerment (x)	Initiative/Commitment (x)
Teamwork/Supporting Others (x)	Interpersonal Skills (x)
Communication and Information Sharing (x)	Service Orientation (x)
Innovation (x)	Problem Solving (x)
Job Knowledge (x)	Supervising and Coaching Others (x)

**Reviewed by** : Head of Compensation & Policy

**Approved by** : Human Resources Manager

**Signature** : \_\_\_\_\_  
**Date** : \_\_\_\_\_

**Signature** : \_\_\_\_\_  
**Date** : \_\_\_\_\_

**Agreed by** : **Department Manager**

**Signature** : \_\_\_\_\_

**Date** : \_\_\_\_\_