



## **JOB DESCRIPTION**

**Lead of Project Control  
(CO2 Sequestration Project)  
Technical (Major Projects) Department  
Major Projects Group**

## Job Description      **Lead of Project Control (CO2 Sequestration Project)**

### Part A: Job Specification

- Job Purpose**
- Establish, implement, and maintain Qatargas Project Management System (QGPMS) processes, tools and procedures within CO2 Sequestration Project and deliver the most cost-effective method of performance for project administration, controls, cost, and schedule through timely execution of key activities and compliance with standardised processes.

- Reporting and Relationships**
- Reports to Business Division Manager (CO2 Sequestration Project)
  - Direct reports: 2

#### Internal

- Regular interaction with all CO2 Sequestration Project divisions
- Regular contact with Execution Planning and Services (EP&S), Legal, Supply, Onshore Operations (North & South), Subsurface and Administration Departments.

#### External

- Regular contact with FEED Contractor, its sub-contractors, and vendors during the execution of the project.

- Job Context & Major Challenge(s)**
- Understand the key project drivers, define roles and responsibilities, develop communication protocols, identify, develop, and implement project procedures for reporting, cost control and planning/scheduling; identify elements of project design and construction likely to give rise to disputes and claims, communicate and influence across the organisation to ensure delivery of project within the agreed timeframe.
  - Major challenges are (1) completing detailed assessments of project controls, cost, schedule, and recovery/rectification plans, in short deadlines and a high-pressure environment and (2) developing and sustaining relationships with Contractor Project Controls personnel throughout project execution to ensure Company is provided with timely and the best available information to aid decision making.

- Financial Dimension**
- As defined for this job level in the Delegation of Authority and/or approved budget.

### Generic Accountabilities – All Employees

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| <b>Safety Health &amp; Environment</b> | <ul style="list-style-type: none"> <li>• Ensure all activities are undertaken in compliance with Company Safety, Health and Environment and Quality policies, regulations, and standards.</li> </ul> |
| <b>Qatarization Program</b>            | <ul style="list-style-type: none"> <li>• Contribute to the development of Qatari employees. This accountability is a condition of employment for expatriate employees.</li> </ul>                    |
| <b>Firewall Compliance</b>             | <ul style="list-style-type: none"> <li>• Ensure all activities undertaken comply with anti – trust and competition laws and the Company firewall policies and procedures.</li> </ul>                 |

**Key Job Accountabilities** *(Max 10, each unique, exclude generic)*

1. Provide management and technical direction for all facets of the division (scheduling, planning, reporting, change order cost estimating and cost engineering) by establishing a set of project control procedures, guidelines and flow charts to suit project requirements and needs to support management decision making process.
2. Establish QGPMS policy, procedures, processes and management system enhancements by providing feedback, identifying gaps, making recommendations and action plans to management to continually improve the entire process including adopting industry best practices in coordination with relevant groups (e.g., E&P, Operations, Subsurface, and shareholders).
3. Lead and provide guidance on preparation of Gate deliverables to the projects, including Roadmap, Deliverables Responsibilities Matrix to ensure QGPMS compliance. Secures completed Gate Deliverables from the Projects and ensure necessary arrangements are taken to complete archiving.
4. Responsible for developing and implementing the Project Control Plan, in addition to reviewing project changes related to schedule and/or cost; incorporating the effect and impact of approved changes into overall cost and schedule stewardship and reporting.
5. Manage project workforce planning and resourcing, ensuring changes are managed fairly using consistent decision making criteria across the project.
6. lead interface between Project Manager, Business Manager, PMT members and Contractor with respect to cost and schedule performance, reporting and approvals.
7. Responsible for ensuring effective project control measures are executed by the Contractor and sub-contractor organizations, with particular emphasis on schedule management, planning and progress monitoring, recommend modifications to management to ensure Company and PMT standards and requirements are met.
8. Coordinate the collecting, consolidating, analyzing, and reporting all project cost and schedule, control, trend, and progress measurement information to support cost estimation activities as requested by Project Leadership.
9. Review invoices for compliance and completeness, liaise with the Contractor and the Project Accounting Department in the resolution of queries and disputes. Provides data for accounting and auditing functions and ensures Contractor's accounting systems meet Company audit requirements.
10. Coordinate development of project essential commercial agreements with service providers and stakeholders

## Part B: Person Specification – Minimum Requirements

- Qualifications**
- Bachelor degree in Engineering or Business degree related subject or equivalent experience.
- Knowledge and/or Experience**
- 12 years’ experience in a major project environment within the oil and gas industry, with exposure in business management including project controls, cost and schedule development, tender preparation and contract management and 3 years supervising multi discipline and multi-cultural teams and as Lead of control for mega projects.
- Technical and Business Skills**
- Excellent written and oral English skills.
  - Strong planning, organisational and prioritising skills.
  - Strong negotiating and influencing skills.
  - Good communication and interpersonal skills.
  - Good computer literacy skills (Word, Excel and PowerPoint).
  - Contract knowledge is a value added skill.

**Behavioural Competencies**

SHE Understanding (3)	Quality/Quantity of Work (4)
Ethics and Integrity (3)	Planning and Organizing (3)
Trust and Empowerment (3)	Initiative/Commitment (3)
Teamwork/Supporting Others (3)	Interpersonal Skills (3)
Communication and Information Sharing (3)	Service Orientation (3)
Innovation (3)	Problem Solving (4)
Job Knowledge (4)	Supervising Others (3)

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

**Approved by : Human Resources Manager**

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

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

**Agreed by : Department Manager**

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