



## **JOB DESCRIPTION**

**Procurement Quality Specialist - OffPlots**

**Quality Team**

**NFXP Onshore Project**

**Major Projects Group**

## Job Description      Procurement Quality Specialist - OffPlots

### Part A: Job Specification

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#### Job Purpose

- Provides Procurement Quality oversight of the EPC Contractor's program for purchase of materials and equipment to verify quality requirements on behalf of COMPANY.

#### Reporting and Relationships

- Internal: Reports to the Head of Vendor Quality for Vendor Quality related activities and to Site HOQ for Sub contractor quality related activities. Interface/consultation with Company discipline engineers and SMEs
- External: Vendors, Contractors, Sub-Contractors, and Inspection Agencies
- Position is a full-time, residential quality position based at Ras Laffan site. Qatar.
- Coordination of Third Party Inspection Services (TPIS) personnel representing Company. For Vendors and Subcontractors

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

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

#### Financial Dimension

- None, although ensures budgetary controls by TPIS

### Generic Accountabilities – All Employees

#### Safety Health & Environment

- Monitors activities in accordance with Company Safety, Health and Environment and Quality 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.

### Key Job Accountabilities

- Daily interface with Company discipline Engineers
- Review of Material Requisitions for equipment and materials to verify quality requirements and inspection levels.
- Coordinates Third Party Inspection Services (TPIS) for supplementary surveillance on critical vendor packages, subcontracts and selected materials at vendors and site
- Coordinates activities in accordance with Company Procurement Quality Surveillance Plan and Contractor quality requirements.
- Attends Kick-Off Meetings (KOM) and Pre-Inspection (PIM) on behalf of COMPANY with CONTRACTOR, Sub Contractors and Vendors for equipment and materials with (High and Medium Criticality) and selected bulk commodities.
- Ensures Contractor compliance with the stated deliverables of the PO and COMPANY specifications
- Reviews Vendors and Contractors Inspection and Test Plans inputs for correctness and consolidates COMPANY input
- Coordinates COMPANY attendance as per approved sub-contractor, vendor or sub vendor Inspection & Test Plans
- Stewards the specification deviation process for assigned sub-contracts and purchase orders.
- Reviews CONTRACTOR and COMPANY inspection surveillance reports for completeness and follows-up on any anomalies or deficiencies reported.
- Monitors and verifies CONTRACTOR and VENDOR deficiency controls for control of non-conforming product.
- Reviews Sub-contractor and Vendor preservation procedures, preservation Inspection and Test Plan activities including requirements for shipping and packing.
- Monitors the Sub Contractor and Vendor Inspection process including identification of Carry Over Work (COW) and Punchlists items.
- Coordinates TPI attendance to Factory Acceptance Tests (FAT)
- Conducts Procurement Quality Assessments as per the Procurement Quality Surveillance Plan
- Participates in selected Procurement Quality PO Compliance quality audits

## Part B: Person Specification – Minimum Requirements

### Required Experience / Qualifications

- Min 5 years project experience as a Procurement Quality Specialist/ Vendor Inspection Coordinator for the delivery of LNG facilities or energy industry projects
- Preferred: Bachelor or Associates Engineering qualification or diploma in a mechanical / welding engineering discipline

### Knowledge and/or Experience

- Strong coordination skills, extensive quality experience in similar responsible roles on major oil & gas engineering & construction projects.
- Experience in facilitating & coordinating efforts to resolve interface issues
- Experience with conducting audits & assessing process-driven quality systems

### Technical and Business Skills

- A thorough knowledge of codes and standards and procurement processes related to packaged equipment, Compressors, Pressure Vessels, Tanks, Skidded Equipment, Bulk Piping and Valve commodities, Valves, Electrical and Instrumentation.
- Working within a structured Quality Management System essential.
- ISO 9001:2015 Auditor Certification
- ASNT Level II or PCN Level II- RT/UT/PT/MT / CSWIP 3.2

### Behavioural Competencies

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

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

**Approved by** : Human Resources Manager

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

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

**Agreed by** : Department Manager

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