

## **Subsurface IT Supervisor**

Zhaikmunai LLP, a member of Nostrum Oil & Gas PLC, an independent oil and gas company, performing production, development and exploration of oil and gas fields in Caspian Basin is looking for a Subsurface IT Supervisor.

In Line with the Business Improvement initiative that Nostrum Oil & Gas has undertaken within the IMS (Integrated Management Systems), the E&P IT Department has been created, and this role is to support the E&P IT Director in the Subsurface Domain.

### **DESCRIPTION:**

Among activities to be performed by the Subsurface IT Supervisor support the E&P IT Director:

- Conduct the assessment of the current G&G Landscape and formulate the strategy (Roadmap) for the enhancement of the G&G technology Capabilities
- The role will require interaction with applications vendors, and users within the business community
- The applications under the subsurface domain is a group of several applications and plugins
- Capable of understanding the whole value chain of the delivery High level of trouble shooting, communication and analysis skills
- Assist with major changes (projects) to G&G IT applications

### **COLLABORATION:**

- Liaise and work with the IT Department and the Production IT Supervisor on a frequent basis
- Liaise with the Information Management Team to assist with optimizing data repositories and disk capacity on files system. Help project forecast future disk space; project archiving, assess and monitor of projects and seismic volumes
- Manage Installation of applications, licensing software and make sure that software licenses are up and running with no disruptions
- Investigate new releases of currently used software and create a line of communication with software vendors so as to understand new configurations, which might have an impact on the current G&G environment
- Help arrange training workshops, vendor meetings, and learn sessions. Organize workstations for farm-in/out data-rooms

### **GENERAL:**

- Understand the basic functionality of each application, to ensure a broad view of the current applications portfolio
- Actively support the E&P IT Director in ensuring the applications portfolio operates effectively, manage troubleshooting, propose improvements, and manage technical and system architecture improvement

### **Management and Control of Subsurface Data:**

- Register, track, retrieve and distribute Subsurface data received from internal and third parties through use of Master Document Registers or other internal processes
- Maintain up-to-date knowledge of owned blocks, licenses, partners, planned drilling and exploration activities
- Provide full support to G&G and Drilling Departments in all aspects of data management
- Advise and liaise within Information Management group on Subsurface data management strategy and requirements
- Interface with contractors and third parties, as required, to ensure an effective Subsurface data management service is maintained

### **Information Management (IM) Projects:**

- Under the guidance of the E&P IT Director, be the focal point and work proactively and independently to deliver small to medium size projects around G&G Application and Data Management work scopes
- This includes determining company requirements and using company tools to create and document a business case for the work

### **Essential**

- More than 5 years of experience supporting application portfolio for Oil & Gas companies
- Required specialized IT skills within: Geology, Reservoir, Petrophysical and/or Geophysical interpretation applications
- Has a logical and analytical approach in identifying and resolving potential areas of concern
- Has a systematic and disciplined approach to work and is able to plan, schedule and monitor own work within a limited and/or defined timeline
- Experience of data management systems
- Experience in Business Analysis

### **Desirable:**

- Russian and English working language knowledge
- General concept of Digital Oilfield
- General Knowledge of SAP HANA (not essential)
- Cloud Computing (MS Azure)
- Contract management

### **EMPLOYMENT TERMS**

- Starting date: tbd
- Duration: permanent
- Working schedule: 5 working days/ 2 days off
- Location: Uralsk, North-West Kazakhstan
- Salary: negotiable

Please apply via Employment page at <http://nostrumoilandgas.com>