

## **Field Operation Maintenance Department Manager**

Nostrum Oil & Gas / Zhaikmunai LLP, part of Nostrum Oil & Gas, an independent multi-field oil and gas company engaging in the production, development and exploration of oil and gas in the pre-Caspian Basin, is looking for a FO Maintenance Department Manager

Direct Responsibility to Field Operation Director.

### **KEY RESPONSIBILITIES**

- Follow the facilities maintenance policy and main strategy agreed on higher management level and ensuring that the policy and strategy are implemented;
- Planning, scheduling and coordinating major maintenance activities (e.g. preventive and corrective maintenance, shutdowns, major overhauls, etc) with the production operations and field management;
- Compilation of the annual budget plans and expenditure priorities to ensure the cost effectiveness of maintenance functions are determined and optimized. Follow up the Budget (OPEX and CAPEX) execution and follow up / reporting.
- Leadership in work planning, set priorities and to assign duties, responsibilities, and scope of authority; recommends allocation of resources to accomplish the maintenance goals; monitors progress against maintenance work schedules and budgets;
- Managing external maintenance contractors and suppliers and managing of maintenance services bidding and evaluation activities; ensures all maintenance services are implemented in accordance with actual contract, work service order and contracting procedures;
- Organize adequate stock/inventory levels to ensure that spare parts are made available to keep the field facilities at its maximum operational level.
- Implementation and development of computerized systems for the maintenance management, inspection activities, data acquisition, analysis and reporting; monitor and review maintenance plan and programs and develop Key Performance indicators (KPI's) to measure maintenance effectiveness and to measure the availability and reliability of the facilities;
- Interviews and hires new staff and prepares and reviews employee performance evaluations; ensures efficient and effective use of available resources in the maintenance and transport group; ensure that all discipline supervisors, planners, technicians and maintenance engineers are properly educated and trained.
- Coordinating preparation and implementation of Maintenance Procedures & Instruction and implementation of HSE rules and procedures within the Maintenance and Transport Function;
- Ensures that all in-field transports activities carried out in accordance with the law and the safety policy; provide that the Maintenance and transport function conforms to the company quality system procedures as documented in QA/QC.
- Ensures that maintenance work plans and activity itself are following Company's health, environmental and safety requirements as defined and mandated by HES.
- Weekly and monthly reporting to FO and ZKM upper management.
- Liaise with ZKM other departments and structures as / when needed.
- Active and leading role in GTU-3 completion - commissioning - start-up process. Technical, organizational and advisory support provided to GTU-3 team.

## **QUALIFICATION, EXPERIENCE, REQUIREMENTS**

- Engineering degree (mechanical-electrical-instrumentation).
- Minimum 15 years of oilfield exposure, with minimum 10 years of O&G facilities construction & maintenance experience.
- Leadership experience in facility construction, operation and maintenance.
- Commissioning experience in O&G industry.
- Russian language (intermediate level) is mandatory.
- Fitness and endurance as the working place is in the field (camp), with exposure to harsh climate conditions.

## **EMPLOYMENT TERMS**

- Starting date: ASAP
- Duration: permanent
- Working schedule: 4x4 weeks, with 1-2 days overlapping for hand over
- Location: Chinarevskoe field (camp), Uralsk, Kazakhstan
- Salary: negotiable

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