

Information Management (IM) Lead

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 an **Information Management (IM) Lead**

KEY RESPONSIBILITIES

- Serve as the technical lead and subject matter expert on SharePoint and Document Control System
- Substantial experience in Information Management in Engineering departments; previous experience in a Data Control / Information role is compulsory.
- Has extensive experience in creating strategies for developing content management and document control systems
- Has experience in evaluating alternative approaches and selecting optimal approaches
- Analyze and design functional and non-functional content management systems software requirements, like approval cycles, email notifications, etc.
- Define universe of content and develop process and policy to handle document lifecycle
- Assist in training end-users during roll out
- Operator Experience is preferred.
- Previous experience of working in an Asset team will be a distinct advantage.
- A high degree of skill in written and oral communications.
- Strong coaching/mentoring skill with a proven track-record of developing IM&T people in other challenging or emerging locations
- Coordinates with internal and external technical resources to build, deploy, upgrade and support of enterprise business applications
- Align business requirements with technical systems implementations under supervision from senior technical staff
- Prepares technical reports, process documentation, reports and logs as required for system usability and support
- Creates and performs test plans on new and/or existing applications
- Maintains technical proficiency and knowledge related to system architecture, application and database trends

JOB DUTIES

Coordinates and administers assigned configuration management activities relative to identification, control, and accounting for specification and change documents.

- Responsible for overall project administration in areas of records management, document control (home office and field), office administration, office services and administrative requirements of the departments
- Lead technical meetings and discussions
- Ability to work independently and in a collaborative teaming environment
- Plans, controls, and directs the activities of an administrative group assigned to one or more departments
- Supervises a staff of Document Specialists in executing all documentation processes for the departments
- Project/system auditing; strong knowledge of project execution and deliverables produced
- Participates in the development and maintenance of the Support Policies and Procedures within guidelines provided by the IT management team
- Works closely and cooperatively with other team members to assure consistency and standardization throughout the enterprise applications
- Maintain the SharePoint environment to include constantly revisiting and reviewing content to ensure business relevance. Customize and maintain landing page to encourage traffic and user adoption

QUALIFICATIONS AND EXPERIENCE:

- Experience in SharePoint as a Power User
- General Knowledge of the Document Management System concept
- Masters' degree preferred
- 5+ years previous experience in Content Management Lead Role

- Experience working with application vendors and support
- Must be able to perform duties with minimum supervision
- Must be able to multi-task, manage time constraints, and meet deadlines;
- Strong written and verbal communications skills required. Must be able to present in front of large number of audiences.
- Ability to build strong relationships with team members
- Language skills requirements: Russian and English

EMPLOYMENT TERMS

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

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