



INTERNATIONAL ENERGY SERVICES LIMITED

JOB TITLE: Principal Portfolio Analyst

Job Location: Port Harcourt

Job Purpose / Objective

Responsible for the day-to-day operation and effective administration of the portfolio processes. Providing accurate decision-making analysis through synergetic stakeholder engagement and compliance with approved NLNG Project Portfolio Management process to contribute to the successful execution of CAPEX projects for the realization of NLNG business objectives.

Main Accountabilities

- Responsible for all portfolio management records keeping and archiving.
- Initiates and coordinates all portfolio analysis activities (including for Project Prioritization, FTE planning, Value and Portfolio Risk Analysis) and reports accordingly to the Portfolio Manager.
- Responsible for organizing and coordinating the various forums/sessions for all events in the annual Portfolio Planning Calendar and all the portfolio management events for both the Front-End and Project Delivery Portfolios and across all Sub-Portfolios (i.e. Plant, Infrastructure, Pipeline/GTS and Community)
- Updates and ensures the accuracy of the portfolio management templates, forms, checklists etc. required for the performance of all the portfolio management activities.
- Acts as the secretary to the portfolio Decision Review Board (DRB) and ensures accuracy and completeness of portfolio related submissions (including reports) to the portfolio DRB.
- Prepares periodic portfolio performance/status reports for the Portfolio Manager and Portfolio Sponsor.
- Responsible for maintaining an accurate portfolio database, in collaboration with Portfolio Leads.
- Maintains a Five-year CAPEX demand forecast.
- Maintains a Five-year FTE demand forecast
- Maintains a Project Portfolio Value Summary database.
- Responsible for managing the Portfolio Planning Calendar and all the portfolio management events for both the Front-End and Project Delivery Portfolios and across all Sub-Portfolios (i.e. Plant, Infrastructure, Pipeline/GTS and Community)

Job Requirements

Education

A University degree in Engineering, Statistics or Economics..

Experience.

Minimum 10 years industry experience in Project Services or Project Management roles. With at least 5 years' experience on Brownfield Portfolio projects.

Other Job Requirements

- Participate in the change to high quality, top quartile project delivery team in NLNG.