



INTERNATIONAL ENERGY SERVICES LIMITED

JOB TITLE: Projects Portfolio Administrator I

Job Location: Port Harcourt

Job Purpose / Objective

To provide effective Project Administrative support for the PD CAPEX project portfolio by providing effective information management and compliance with NLNG Project Governance process to contribute to the successful execution of CAPEX projects for the realization of NLNG business objectives.

Main Accountabilities

- Perform quality compliance checks on Project Development Requests (PDR) packages for presentation to the various governance Meetings (Weekly DRB, weekly Project Portfolio and Monthly Project Review Meetings) ensure adequate compliance to submission deadlines for excellence processing of PDR packages.
- Participate in the preparation of the yearly CAPEX budget with 5 years look ahead in line with the Budget preparation procedure and Budget reviews as required
- Administer project governance processes and procedures including administering meetings for the Governance forums to ensure timely review and approval of Project proposals via the appropriate decision gates thereby ensuring assurance and compliance with the NLNG project management process
- Manage the archiving and retrieval of hard and soft copy project documentation (SAP, Livelink) to ensure effective Project Information Management systems.
- Continuously update projects information in SAP to ensure the accuracy of data in the PD CAPEX Projects Portfolio is maintained and action SAP requests as required.
- Provide Project Assurance support for the PD CAPEX projects across the three main Portfolios (i.e. Plant, Infrastructure and Pipeline/GTS in contribution to the delivery of projects on time and within Budget
- Act as Nigerian Content Focal person for ensuring adequate awareness on Nigerian content requirements and tracking Nigerian Content deployment on projects thereby leading to improved compliance with Nigerian content requirements on PD CAPEX projects.
- Prepare periodic Projects reports associated with PD CAPEX projects and issue same within the agreed timelines to ensure continuous control of Projects in alignment with Company's business objectives
- Develop and update project management, project controls and reporting procedures as required and ensure compliance with these procedures during project implementation to achieve and sustain effective project governance and control for the PD CAPEX Projects Portfolio.

Job Requirements

Education

University degree in any of the relevant disciplines

Experience.

3-5 years post-graduation experience out of which minimum of 2 years should be in either Project Engineering or Project Assurance/Services function within the oil and gas industry.