INTERNATIONAL ENERGY SERVICES LIMITED

JOB TITLE   **DATA ANALYST**

Job Location: **Port Harcourt**

Job Objectives
- To establish data and documents relations in PACER-D to enable easy search for the information loaded.
- To ensure NLNG hard copy documents and drawings are captured in PACER-D according to NLNG Facility Information Model/Asset Register, so that they are stored in a secured and efficient way for easy retrieval.

Duties & Responsibilities
- Develop and Manage database programs as the progress reporting tool.
- Analyze metadata and attributes of the documents / drawings not in PACER-D and prepare load files for upload into PACER-D
- Capture details of all hard copy documents in containers & cabin and cross check PACER to ensure documents and drawings are captured and uploaded into PACER-D
- Scan and register hardcopy engineering documents and drawings that are not in PACER-D or of higher revision to the existing one into PACER-D so they are stored in a secured and efficient way for easy retrieval.
- Manage the correct classification of document types and ensure document title conform with AIM convention
- For assigned documents execute following tasks:
  o Check suitability of hardcopy documents and drawings for storing in PACER-D; recommend actions when found unsuitable for the purpose.
  o Ensure latest revision of documents and drawings are clearly identified and available for users from PACER-D.
  o Maintain and file hard copies of documents and drawings which are superseding the old revision. Retain superseded documents/drawings on file in accordance with retention time requirements (as per STARDOM Procedures).
  o Retrieve and issue up-to-date documents/drawing only,
- Develop appropriate reports (Weekly, Monthly and completed Archive) as required on Capturing of Hardcopy Documents into EDMS project.
- Guide users in the correct usage of PACER-D for retrieving documents and drawings.
- Keep abreast of changes to operating procedures, work instructions and control systems related to data management.

Job Requirements
Education
HND/BSc preferably in an Engineering, Science disciplines or Business Administration.

Experience
7 years post graduate experience, out of which 4 years should have been spent in a Data Management unit in the Oil & Gas sector.