

No .	Job Title	No of Positions	Grade	Division	Education details	Work Experience	Required Skills	Responsibilities	Location
1	HSE Engineer (Al Ghweifat)	1	13-15	HSEQA	Bachelor degree in Science or Engineering discipline.	5-6 years experience in safety, fire prevention of installations/ equipment related to oil or petrochemical industry.		Inspects all existing fixed and mobile plants, equipment and installations in assigned area of responsibility such as: Das Island, Zakum and Umm-Shaif Supercomplexes to ensure adherence to Company's established Safety rules, standards and codes of practice. Monitors implementation of the approved annual safety programme. Audits compliance with all safety and environmental protection regulations and procedures. Promotes awareness of site personnel to safety. Investigates industrial incidents/ accidents and writes related statistical and analytical reports. (Work covers safety of personnel and Company's property in area of responsibility).	FLD
2	HSE Advisor (ZK)	1	15	HSEQA	B.Sc. Engineering or science discipline.	8-9 years experience in industrial safety in petrochemical industry. Membership of a professional Safety / Engineering Society.		Provides oversight for Assets/Divisions for HSE function, Develops HSE program's and plans for the implementation of the Company's HSE Management Systems, Monitors performance of risk management process to ensure risks are within ALARP (As Low As Reasonably Practicable) level, Organizes safety awareness program's, Establishes, Directs and Controls Safety Audits to maintain ISO and OHSAS Certification, Participates in incident investigation and follow up of corrective action, Provides specialist input in accident / near miss trend analysis, Participates in verification and bench marking of key performance indicators, Develops Emergency Procedures and plans to ensure standard of preparedness.	Abu Dhabi
3	HSE Engineer Projects	2	13-15	HSEQA	Bachelor degree in Science or Engineering discipline.	5-6 years experience in safety, fire prevention of installations/ equipment related to oil or petrochemical industry.		Inspects all existing fixed and mobile plants, equipment and installations in assigned area of responsibility such as: Das Island, Zakum and Umm-Shaif Supercomplexes to ensure adherence to Company's established Safety rules, standards and codes of practice. Monitors implementation of the approved annual safety programme. Audits compliance with all safety and environmental protection regulations and procedures. Promotes awareness of site personnel to safety. Investigates industrial incidents/ accidents and writes related statistical and analytical reports. (Work covers safety of personnel and Company's property in area of responsibility).	Abu Dhabi
4	HSE Engineer AlHayleh	2	13-15	HSEQA	Bachelor degree in Science or Engineering discipline.	5-6 years experience in safety, fire prevention of installations/ equipment related to oil or petrochemical industry.		Inspects all existing fixed and mobile plants, equipment and installations in assigned area of responsibility such as: Das Island, Zakum and Umm-Shaif Supercomplexes to ensure adherence to Company's established Safety rules, standards and codes of practice. Monitors implementation of the approved annual safety programme. Audits compliance with all safety and environmental protection regulations and procedures. Promotes awareness of site personnel to safety. Investigates industrial incidents/ accidents and writes related statistical and analytical reports. (Work covers safety of personnel and Company's property in area of responsibility).	Al Hayleh
5	IS Auditor	1	13-16	IAD	degree in accountancy. Professional Accounting qualification such as ACA, ACCA, or CPA is preferable.	5-6 years experience in audit/accounting work of which at least 3 years are preferably in Oil Industry.		Conducts independent audit studies to analyse, appraise and evaluate internal audit controls in various Company activities. Reports on adequacy and existence of such controls, compliance with Company policies and procedures with the object of ensuring efficient utilization of Company resources and preventing malpractices. Recommends appropriate improvements to strengthen internal controls systems.(Audit studies are Company -wide, and cover operational, administrative and financial activities of the Company).	Abu Dhabi
6	Pathologist	2		DID	Bachelor Degree in Clinical Pathology or equivalent.	5-6 years qualifications experience in the various specialized medical laboratory disciplines.		Provides pathology laboratory services to Das Clinic and ensure that an effective and efficient service is provided and maintained by managing the staff, equipment, facilities and resources available.	Das
7	Rotating Machinery Specialist	1	13-16	TSD	Completion of technical secondary education certificate followed by 3 years formal training in mechanical trades.	5-6 years experience in oil/gas industry including gas turbine trouble-shooting and major overhauls.		Carries out first line maintenance/installation of advanced rotating machinery equipment such as: pumps, compressors, gas/steam turbines and diesel engines. Maintains, repairs, inspects and overhauls Gas Turbine and associated equipment within Das Operations area. Diagnoses and analyses damages/faults of equipments and makes appropriate recommendation to Supervisor. Monitors and measures vibration readings level and keeps records for each unit. Maintains close and continuous contacts with operating Division's personnel and supervises the work of contractors. Ensures the availability, proper storage and operation conditions of all assigned tools and equipment. Assists Supervisor to review spare parts and raises necessary requests. Keeps records of repair and maintenance work carried out and prepares related reports as appropriate.[Work covers Ruston Gas Turbines TB-5000 and TA-1500, Air Compressors, Pumps, Diesel Engines ...etc.]	Abu Dhabi

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8	Computerized Maint Mgmt System Engineer	1	13	TSD	Bachelor Degree in Computer Science or equivalent.	5-6 years experience in maintenance planning in the Petrochemical Industry with background in modern maintenance systems (CMMS).		Provides technical expertise and advice to technical and operating divisions /Departments on all related matters to the database on maintenance and equipment critically,specifications, bill of materials (BOM) etc and prepares maintenance management system reporting. Defines Common code to be used for the system integration. provides appropriate support to end uses on the utilization of the CMMS system including work management procedures. liases with maintenance support department and reliability & Data Management Engineers in developing / updating preventive maintenance programmes and benchmarking with the objective of acheiving high service factors at optimum cost.	Abu Dhabi
9	Project Engineer	4	14-16	TSD	Bachelor Degree in Engineering Discipline or equivalent.	7 – 8 years of work experience in projects Design, Construction, Commissioning works in the Oil & Gas Industry. Knowledge of project management system in Oil & Gas industry Standards and understanding of commercial terms and HSE requirements.	Have good planning, leadership and time management skills.	Plans, directs and supervises the activities of the assigned involved personnel/contractors. Coordinates effective implementation through out stages of engineering, procurement, contract action. Reviews projects scope of requirements and documentation/packages, develop implementation strategies, follows-up implementation and ensure that all commitments in terms of schedules/budget, performance, guarantee and quality are attained throughout the FEED.	Abu Dhabi
10	Production Engineer	1	13-15	NFD	Bachelor Degree in Chemicla, Petroleum, Mechanical Engineering or equivalent.	5-6 years experience in production and planning operations, project management for New Oil/Gas fields, 3 years of which should be in supervisory capacity on onshore location.		Coordinates and supervises offshore operations activities in the preparation and development of pre commissioning and commissioning operation, develops Maintenance and Integrity (OMI) Philosophy for New Fields Project in close coordination with project management team (PMT) & New Fields team and subsequent updates. Acts as Operation Representative to represent NF Operations Team in the (PMT) and ensures New Fields Division interests and expectations are fully addressed / represented / covered and assured all aspects of the project and throughout project life cycle, in line with Value Assurance Process (VAP).	A/D
11	Maintenance Planning Engineer	2	13-15	USFD	Bachelor Degree in Mechanical or Control/Electronics Engineering.	5-6 years experience of plant maintenance in heavy industry including experience with gas turbines and control systems, at least 2 years in a supervisory capacity.		Directs, supervises and controls mechanical and control systems overhaul maintenance and repairs of all plant facilities on the Supercomplex, including; preventive and breakdown maintenance of rotating machinery, water injection, compressors, centrifugal and reciprocating pumps, power generation plant, accommodation units, cranes, valves, vessels ESD Systems and Fire/Gas Systems ..etc. Participates in modification/repair/maintenance planning, co-ordinates and liaises with all concerned parties to execute maintenance programmes and provides necessary related technical advise and support.	FLD
12	Process & Procedure Engineer	1	13-15	ZKFD	Bachelor degree in Chemical Engineering or Equivalent.	6-7 years experience in operation/maintenance of oil/gas production or petrochemical process plants, of which at least 2 years in supervisory capacity.		Provides onsite technical support to field operations to ensure continuous, efficient and safe operations. Monitors operational performance of plant/Equipment and system. Assists review/revision of operating/commissioning procedures for routine and non-routine activities in liaison with ID for OPERGUID methodology for all plants including super complex, well heads and pipelines. Provides support and advice to Tower & Pipeline Operations and Site maintenance team leaders on HSE issues. Provides technical assistant in trouble shooting, operating philosophy and operational Risk assessment. Interfaces with ID for provision of ID Services including corrosion control & Pigging philosophy and integrity KPI's, testing procedures. Coordinates with Engineering Support Team to review PMR's and WR's. Provides technical support and guidance in achieving Key Performance Targets.	Offshore
13	Production Supervisor (SIMOPS)	1	13-15	ZKFD	Bachelor degree in Chemical Engineering or Equivalent.	7 years experience in an offshore oil field production / processing operations with computer operations knowledge, of which at least in supervisory capacity.		Supervises, monitors and coordinates the operation of production facilities on assigned platform to ensure safe and efficient implementation of the Company's oil/gas production targets. Coordinates the routine / planned maintenance activities, including shutting-down / starting-up additional equipment, closing / opening valves, to ensure that Company's operations are not interrupted. Represents the Company onboard of test vessels and supervises flow testing, clean-up / bleed-down operations in a safe manner (The plants include gas treatment plant, separation plant, riser platform, power barge and water injection plant with all associated equipment such as: seperators, scrubbers dehydrators, re-boilers, water injection pumps, booster pumps gas, propane compressors and gas turbines etc.).	Offshore

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14	Pipeline Integrity Engineer	1	13-15	ID	BSc. degree in Mechanical Engineering or other relevant Engineering discipline.	8-9 years experience in the Oil & Petrochemical Industry covering all aspects of integrity, corrosion, inspection and engineering, of which at least 7 years should be in an integrityinspection/corrosion related capacity.		Provides professional and technical advice and consultancy on all aspects of pipeline integrity related to all ADMA-OPCO pipelines, advises and implement all technical measures to ensure ADMA OPCO ' No Hydrocarbon Leak ' policy is upheld. Develops and updates the procedures of pipeline integrity management system (PIMS), as part of integrity management framework (IMF) with the aim of ensuring that all pipelines are designed, operated and maintained in a way so that business and HSE risks are eliminated or maintained ALARP. Acts as custodian of PIMS to ensure proper implementation of such procedures by the Assets Units for supporting Management of Facilities Integrity. [Work covers development of procedures and methodology for pipeline integrity, internal and external inspection, corrosion control and pipeline engineering].	Abu Dhabi
15	RBI Integrity Specialist	1	13	ID	Bachelor Degree in Mechanical/Chemical/ Materials engineering or metallurgy	12-15 years experience in oil & petrochemical industry covering all aspects of Plant Integrity management- topside and subsea (downhole), inspection, Corrosion and Mechanical Engineering in a leadership position managing similar projects and capable to manage third party consultant. out of which 5 years hands on experience on RBI and corrosion management including Down hole corrosion.Ability to work in team environment;analytical bent of mind.		Provides specialist technical assistance,advice and supervision in RBI,CMS services.Coordinate and oversees project and the technical activities associated with project implementation plan covering all phases of RBI,CMS services.	Abu Dhabi
16	Corrosion Engineer (Downhole)	1	13-15	ID	Degree in Corrosion Engineering or Metallurgy.	6 years experience involving cathodic protection, corrosion monitoring systems and chemical corrosion inhibitors in oil or petrochemical industry of which, at least 3 years in offshore oil installation.	Possession of valid UAE driving licence is essential.	Provides a specialist technical advice and consultancy service to Asset Units/Technical Divisions' engineers in Corrosion Engineering, include: corrosion treatment, prevention and upgrading. Develops the Company's corrosion standards, specifications and codes of practice and ensure adherence to. [Activities cover protecting/treating/upgrading resistance of all Company's plants, equipment, installations and structures in Fields and on Das Island against corrosion, including cathodic protection, corrosion monitoring and inhibiting. Annual corrosion budget is approximately US\$260,000/-]	Abu Dhabi
17	Lifting Engineer	1		ID	B. Sc. in Mechanical/Electrical Engineering preferred Hold current LEEA Diploma qualification for Specialist Lifting Services (IP courses 2 to 6 included) IRCA (or equivalent) Certified Lead Auditor with skills in TPI Certification Audits Broad based knowledge and conversant with international standards relevant to lifting equipment and Operations e.g. API, ASME, BS, ISO, DIN , DNV, L.R, LOLER and the like Remain up-to-date with the Health and Safety at work guidelines, Local and UK Statutory Acts, Legislations and Contracts Management of Lifting Equipments.	Minimum 15 years proven experience of supervising and managing site lifting operations, maintenance, inspection & load testing activities for onshore/offshore Lifting Equipment including Offshore Pedestal Cranes, Gantry Cranes, Runway beams, Mobile Cranes, Crawler Cranes, Fork Lifts, Winches, Electric Hoists, Pull Lifts, Chain Blocks, Wire Rope Slings, Webbing Slings, Chain Slings, Shackles, Eye Bolts, Lifeboat Davits/Winches, Containers/Baskets etc. This shall include Minimum 5 years hands-on-experience on maintenance, inspection, load testing & certification, trouble shooting, auditing of cranes and other fixed/loose lifting items. <input type="checkbox"/> Adequate experience in Computer Software related applications and reporting		<input type="checkbox"/> Maintain adequate communication & technical interface-links with relevant disciplines and project <input type="checkbox"/> Coordinate and enforce control on site lifting activities by relevant ADMA disciplines and Contractors(e.g. Projects, Logistics, Production) including any clarifications Maintain surveillance of all project activities and where necessary initiate corrective actions in conjunction with the Project Division to meet the project objectives Ensure compliance with the Technical Specification and Performance criteria at all stages during lift/load test plan Identification and management of Lifting risks and assessment Ensure that satisfactory safety standards and safe working practices are adhered to Ensure that appropriate quality standards are implemented and adhered to Attend regular progress review meetings to facilitate issuing progress reports	FILD

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18	Method & Procedure Engineer	1		ID	Bachelor degree in Chemical Engineering	6 years experience in operation/maintenance of oil/gas production or petrochemical process plants, of which at least 2 years in Supervisory capacity.		Provides onsite technical support to field operations to ensure continuous, efficient and safe operations. Monitors operational performance of plant/Equipment and system. Assists review/vision of operating/commissioning procedures for routine and non-routine activities in liaison with OIU for operguid methodology for all plants including super complex, wellheads and pipelines. Provides support and advice to Wellhead Towers & Pipelines, Process and Utilities operations Team Leaders on HSE issues. Provides technical assistant in trouble shooting, operating philosophy and operational risk assessment. Provides high level input on Process Philosophy, Safety and De-bottlenecking studies. Co-ordinates with Planning and Operations Engineering to review PMR's, WR's and services including technology access. Provides technical support and guidance in achieving Key Performance Targets.	Abu Dhabi
19	Site Integrity Services Engineer	1	13-15	ID	B.Sc. in Mechanical Engineering or equivalent.	6-7 years experience in the Oil & Petrochemical Industry Covering all aspects of inspection, corrosion and mechanical engineering, of which at least 3 years should be in a senior supervisor capacity.		Plans, co-ordinates and supervises the inspection activities necessary to monitor the condition of all offshore plant, equipment, structures and facilities installed above sea level, to ensure all plant and equipment is maintained in good working order. Provides back-up, technical support and advice to offshore team leaders on the condition of the equipment, to ensure engineering integrity and adequate and safe operating conditions are met. Manages NDT contractors and Third Party certifying authorities carrying out crane and lifting tackle inspections and contractors performing other integrity related activities. Recommends necessary repairs/replacements and vets site modifications (PMR's). Reviews and endorses inspection reports, Amends and updates 'Passport' data so as to have true and accurate documentation as to the integrity of the equipment. Ensures compliance to the company's HSE policy, standards and regulations as well as international standards, codes and regulations. Gives training and familiarization of Junior UAE nationals and other new employees. Core member of Zakum Asset Integrity management team.	Das
20	Site Integrity Services Engineer	1	13-15	ID	B.Sc. in Mechanical Engineering or equivalent.	6-7 years experience in the Oil & Petrochemical Industry	Covering all aspects of inspection, corrosion and mechanical engineering, of which at least 3 years should be in a senior supervisor capacity.	Plans, co-ordinates and supervises the inspection activities necessary to monitor the condition of all offshore plant, equipment, structures and facilities installed above sea level, to ensure all plant and equipment is maintained in good working order. Provides back-up, technical support and advice to offshore team leaders on the condition of the equipment, to ensure engineering integrity and adequate and safe operating conditions are met. Manages NDT contractors and Third Party certifying authorities carrying out crane and lifting tackle inspections and contractors performing other integrity related activities. Recommends necessary repairs/replacements and vets site modifications (PMR's). Reviews and endorses inspection reports, Amends and updates 'Passport' data so as to have true and accurate documentation as to the integrity of the equipment. Ensures compliance to the company's HSE policy, standards and regulations as well as international standards, codes and regulations. Gives training and familiarization of Junior UAE nationals and other new employees. Core member of Zakum Asset Integrity management team.	FLD
21	Subsea IRM Rep	1	13-15	ID	Bachelor Degree in Mechanical Engineering	7-8years experience in Subsea Pipelines & Structures Maintenance/Repair and Project works in the oil industry with excellent knowledge of international codes and standards in the field and general knowledge of other disciplines. Computer literate with software application experience to the discipline.		Supervises and directs the activities of assigned personnel/contractors carrying out Subsea repair and Maintenance of all Subsea Pipelines and structures. Controls expenditures and justifies variances. Prepares scope of work /technical data for tenders. Evaluates the technical submission of tenders, follow up, evaluates contractors performance and issue completed work(s) certificates. Originates necessary CR's, SO's and Material requests, to fulfil repair and maintenance requirements. Controls fabrication works done in contractor's workshops. Keeps abreast of new pertaining technology and equipment. Ensures implementation of the Company's technical/ safety standards, rules and regulations.	Das
22	Integrity Engineer (Project)	1	13	ID	Degree in Mechanical/ Metallurgical Engineering with broad background of E&P Business and Operational Risks.	5-6 years experience in Integrity Management in Oil & Gas E & P Business out of which, at least 3 years in developing and implementing Management Systems.		Provides professional, technical and administrative advice and consultancy on aspects of developing, implementing and maintaining the Integrity Management Framework (IMF) for all ADMA-OPCO facilities. Acts as custodian of the overall Integrity Management Framework (IMF). Guides Technical Authorities (TA's) in matters pertaining to developing, rolling out, implementing and maintaining individual Integrity Management Systems (IMS's) and associated procedures. Captures critical information from individual IMS's and provides the senior management with their status.	Abu Dhabi

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23	Standards Engineer	1	13	DED	Bachelor Degree in Mechanical Engi	5-6 years experience in Oil & Gas Industry with related experience in standards engineering, quality assurance covering the implementation, assessing, auditing of quality assurance and standards, awareness by Oil & Gas field new technology, Has good Interpersonal and communication skills.		Provides technical expertise, and professional consultancy on existing National and International standards related to various engineering disciplines and safety to all engineering functions of the company. Interprets and advises on applicability and relevance of International Standards to Company's Operations. Ensures the implementation and development of Company's quality Assurance programmes including; conducting internal & external systems appraisal and compliance audit.	Abu Dhabi
24	Rotating Machinery Engineer	1	13-16	DED	Bachelor degree in Mechanical Engineering or equivalent.	Minimum 5 years experience in the oil & gas Business & 07 years background in rotating machinery		Provides Technical Advice and services to the Zakum, Umm shaif and DAS asset Operations. Including activities such as forensic investigation, trouble shooting, specifying for new equipment, developing scopes of work and periodical assessment of machinery performance. ensures amooth running and long life operation of rotating machinery consistent with industry standards.	Abu Dhabi
25	Structural Engineer (Support)	1	13-16	DED	Bachelor Degree in relevant Engineering Discipline or equivalent.	5 – 6 years Post graduate experience in the Structural engineering and design of oil and gas offshore structures / platforms.	Proficiency in use of engineering software for the design, analysis and installation of offshore structures like SACS, SESAM. Proven Technical competency in design of offshore structures for oil and gas industry and ability to carry out safe and fitness for purpose designs. Thorough knowledge of industry / international standards and ability to interpret the same for specific applications.	Ensures implementation and updating of Company standards for structural work. Structural support to projects and assets and carry out engineering designs for offshore structural work. Provide supervision, direction and support for PMC engineer. Structural Focal Point for specific structural engineering projects. Review / Comment on documents/deliverables from FEED Consultants and EPIC, IVB, TPA contractors.	Abu Dhabi
26	Control Engineer (Support)	1	13-16	DED	Bachelor Degree in relevant Engineering discipline or equivalent.	5-6 years, in offshore/ Onshore Oil & Gas Production and processing facilities.	Provides sound technical and business related input during the preparation, review or commenting on variety of engineering studies design documentation, specifications etc. Comprehensive experience in Process Control, Safety & Production Systems & Networks using the latest technology to cover BPC, ESD, SCADA and F & G applications, including digital field installations and open systems protocols. Demonstrated history using latest related international Standards and Codes especially for system integrity, reliability and HSE. Computer skills covering discipline specific and business software packages.	Provides Professional Discipline Technical Services for Pan Company Support of Project Teams including Brownfield and Pipeline & Towers Projects Divisions giving Technical Authority guidance and assistance for excellence in engineering design support of Electronic Control, Monitoring and Safety Systems covering all ADMA-OPCO facilities. Ensures that all design integrity and HSE issues are fully integrated.	Abu Dhabi
27	Mechanical Piping Engineer (Support)	2	13-16	DED	Bachelor Degree in Engineering or equivalent.	5 to 6 years diversified experience in maintenance / repairs of offshore wellhead towers X-mass tree valves.	Interpersonal communication & Very good computer knowledge.	Provides Zakum & Umm Shaif asset units with specialized support and acts as a focal point through maintenance division in the area of maintenance management. Ensures establishment and implementation of X-mas Tree maintenance strategy and work programs to maintain Oil & Gas production to meet the targets.	Abu Dhabi

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28	Project Management & Governance Advisor	2		PSD	Bachelor Degree in relevant Engineering discipline or equivalent.	10-12 years diversified experience, including exposure to operations and activities of project spectrum from initiation to start-up, with latter period in supervising role.	Innovative and strategic thinking, analytical bent of mind.	Assists the Project Management & Governance T/L in providing expert project management advice to the Pre-Project and Project(Brownfield, Pipeline & Towers, New fields & SARB)divisions assuring that projects are being developed, managed and delivered effectively in accordance with approved ADMA business principles,policies,objectives and commitments.	Abu Dhabi
29	Project Management & Governance T/L	1		PSD	Bachelor's Degree in Engineering. Post-graduate qualification in Project Management preferred. Professional or Chartered Engineer. Member of PMI or similar.	10-12 years diversified experience, including exposure to operations and activities of project spectrum from initiation to start-up, with the latter period in a supervising role.	Innovative and Strategic Thinking. Analytical Bent of Mind. Communication and Presentation Skill.	Provides expert project management advice to the Pre-projects and Project (Brownfield, Major Projects and New Fields) Divisions to provide assurance to ADMA Senior Management that projects are being developed, managed and delivered effectively in accordance with approved ADMA business principles, policies, objectives and commitments. Also, "develops, facilitates implementation and acts as a custodian" of the business processes necessary for both effective operation of the Business Unit and first-class delivery of ADMA development projects.	Abu Dhabi
30	Project Controls Manager	2		PSD	Bachelor's Degree in Engineering or	12-15 years diversified engineering experience in Oil and Gas Industry including project management, planning, cost estimating and cost controls with at least 4 years in a supervisory capacity focusing on a wide range of projects in the upstream sector from inception to operations.Mathematical and presentation skills.Analytical bent of mind.Very good knowledge of English.		Provides Functional Excellence in Project Controls and supports all PEBU projects and Pre-projects (and future) in the Company covering 5 Divisions (MPD, BPD, DED, PSD, UDS) involving around 50 Major Projects, being carried out across many countries (UAE, Korea, Europe, USA, China etc.), with total budget of around US 20 Billion & annual expenditure of US\$ 2 Billion. Ensures delivering Works Class expert knowledge in Project Controls in a highly challenging atmosphere, involving Global Giant Contractors. Participates in the preparation of the BU's Business Plan and Budget in accordance with Company's objectives and guidelines, advising on contact administration activities such as tender preparation & evaluation, contractual matters and negotiation of contractors' claims. Responsible for Schedule & Cost Risk Assessment Processes within ADMA and facilitates their application on projects and pre-projects. Leads development & update of Project Controls Systems and Standards, and ensures compliance by away project team.	Abu Dhabi
31	Project Controls Engineer	1	13-16	PSD	B. Sc. in Engineering or equivalent.	10-12 years experience in planning and scheduling of capital projects of which a minimum of 7 years within the oil industry.		Carries out the preparation and finalization of project budgets, project planning and scheduling. Manages schedule and cost risk assessment sessions and develops risk simulation models to mitigate/monitor/manage project schedule & cost risks. Develops the Project Master Schedule for all the Projects of ADMA-OPCO covering all stages of the project life-cycle i.e., Conceptual, FEED, Detail Engineering, Procurement, Construction and Commissioning. Monitors the Cost & Schedule and reports on the performance for all Project Execution Division Managed Schemes. Supports Project Teams in the finalization of the Project Strategy, Project execution, contract administration, evaluation of claims and close out reports. Carries out management reporting and liaison with CPLD, FD, CMD, Internal & External auditors.	Abu Dhabi
32	Cost Estimation Engineer	2	13-16	PSD	Bachelor degree in Engineering and Construction Project Cost Estimation.	10-12 years diversified experience in engineering and/or Construction fields, project cost Estimation. Experienced to include at least 4 years in a supervisory capacity.		Plans and directs the provision of effective and reliable cost estimating services across ADMA OPCO Business Units that support the shareholders decision making, compilation of accurate budgets,manage the ADMA-OPCO cost data and trend forecast analysis. directs establishment of Project Cost Estimation procedures. guides books/manuals and implementation of aomputerized Estimation System.	Abu Dhabi

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33	Project Resources Advisor	1		PSD	Bachelor of Science or Degree in Engineering. Master Degree in Business Administration. Professional Qualifications of PMP (Project Management Professional) from PMI.	Minimum 15 years of experience in Project Controls or project management in Oil & Gas Industry with a reasonable exposure to offshore Projects and also in a Project Engineer's Role.	Analytical bent of mind. Excellent knowledge of written and spoken English.	<ul style="list-style-type: none"> □ Provides distinctive first class to Resources Management, forecast and optimized plan of resources contributing to the delivery of all ADMA-OPCO projects under the Projects and Engineering Business Unit, viz. Brownfield Projects, New Projects with more than US \$ 10 Billion investment. □ Provides expert input in detailed market intelligence in order to accurately plan the outsourcing of various resources (PMCs, contractors, materials, equipment and people) that are required to fulfill our long term business plans .This is a part of strategic planning to enable ADMA-OPCO to prioritize execution of projects. □ Guides the PMO concept (Project Management Office) to achieve varied objectives of Projects viz. managing shared resources, identifying methodologies, monitoring compliance, developing policies/procedures, coordinating communication and coaching of personnel. □ Participates in preparation of Resources Five Year Master plan for the entire Projects & Engineering Business Unit, in terms of personnel, offshore barges, equipment, facilities, system etc. Prepares overall projects schedule, evaluates the available resources within the Business Unit and ADMA-OPCO. Carries out analyses of the master plan to determine any shortage / surplus that may occur and proposes rectifying options to the management. □ Provides expert input in preparing and maintaining comprehensive database of all the Business Unit personnel with their respective details such as their specialty, availability, productivity, skills, etc., for all the Projects. □ Supports deployment to division/teams/projects in an effective way, meeting the business and personal developments needs. 	Abu Dhabi
34	Project Manager (Interface)	1		BPD	Degree in engineering discipline with offshore Brownfield project management background and adequate knowledge of oilfield operational aspects. Experience in various knowledge areas & processes of project management and execution. Knowledge of project management systems and oil & gas industry standards. Understanding of commercial/ contractual terms, HSE requirements and various engineering aspects.	10-12 years relevant work experience in the oil and gas industry.	Strong Leadership, excellent communication & man management skills. Computer and Project Management Software/Technique.	Implements all aspects of US & ZK Fields replacement of Water & Oil pipelines with associated top side Piping & Structural modifications, and achieves the desired business & HSE objectives as per Company standards. Project Features:• US \$ 350 M• Major Brownfield Project• Achieving Water Injection rate of 460 MBD & Oil Production of 425 MBD from Lower Zakum by 2012	Abu Dhabi
35	Construction Marine Coordinator	1		BPD	Bachelor Degree in Civil /Mechanical engineering or Equivalent	5-6 years experience in project management of oil & gas projects. Construction experience in float over installation is a must.	Knowledgeable and experienced in Hse issues;Proficiency in MS office.	Coordinate manageinterfacesand ensure construction & implementation of the project is carried out in a safe, timely and cost effective mananer in line with EPC contracts scope, project HSE plans, project qualiy plans, related specification and standards referred to in the contracts documents.	Abu Dhabi
36	Project Engineer	2	14-16	NFPD	Bachelor Degree in Engineering Discipline or equivalent.	7 – 8 years of work experience in projects Design, Construction, Commissioning works in the Oil & Gas Industry. Knowledge of project management system in Oil & Gas industry Standards and understanding of commercial terms and HSE requirements.	Have good planning, leadership and time management skills.	Plans, directs and supervises the activities of the assigned involved personnel/contractors. Coordinates effective implementation through out stages of engineering, procurement, contract action. Reviews projects scope of requirements and documentation/packages, develop implementation strategies, follows-up implementation and ensure that all commitments in terms of schedules/budget, performance, guarantee and quality are attained throughout the FEED.	Abu Dhabi

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37	QA/AC Advisor	1		NFPD	Bachelor Degree in Mechanical Engi	10-12 years experience in Quality Assurance activities related to the Oil & Gas industry, experience in ADMA-OPCO's auditing process. Good knowledge of English.		Technical Authority to ensure implementation of QMS (Quality Management System) requirements, in line with latest ISO-9001 Standards, and to conduct QMS audits (about 40 nos. per year) of all Contractors / Vendors providing technical products and/or services to ADMA-OPCO, including Projects (around 300 documents per year). QA Authority to review and approve Quality Assurance Documentation, for all the Projects viz. Major, Brownfield, New Field and PBU. Provides support to develop guidelines and assures the implementation of ADMA-OPCO Prequalification System, for effective Vendor Development. Performs the role of a Technical Custodian of all approved bidders lists related to Integrity.	Abu Dhabi
38	Constr. & Commissioning T/L	1	14-16	NFPD	Degree in Chemical/Mechanical Eng	10-12 years of experience in Oil and C	Analytical bent of mind with a good mathematical skill. Proficiency in using related software of Hysys Simulation. Command over written and spoken English.	Leads the various stages of Project (Brownfield & Major/Greenfield) related to Zakum viz. Concept, Techno-economic Feasibility Study, Defining & Selecting Consultants, Front End Engineering, Detailed Engineering and Pre-Commissioning. Supports the Commissioning Team of Zakum and Projects Division in Project Construction Equipment Installation and Commissioning activities till gas in.	Abu Dhabi
39	Contracts Engineer (SARB)	1	13	CD	Bachelor degree in Engineering or equivalent.	6 years related experience of which at least 3 years should have been in contract preparation, negotiation, tendering and award procedures.		Represents Zakum Asset Unit in PMT and ensures that the interests and expectations of Zakum Asset Unit are fully covered in all aspects of project life cycle, in line with VAP.	Abu Dhabi
40	Contracts Manager (SARB)	1		CD	B.Sc. Engineering Discipline or equivalent professional, technical qualification, e.g. ARICS, MCIQB.	13-14 years experience preferably in Oil & Gas or petrochemical industry, of which at least 7 years in a supervisory position.	Acknowledge of commercial practices and legal aspects and advanced negotiation skills, computer literate with as sound knowledge of Business Systems.	Directs, Controls and supervises activities of the Contracts Team engaged in the preparation, tendering and administration activities of diverse Contracts covering the Company requirement for construction, major maintenance, operation, drilling, logistics and general services. Participates in the Tender Board Meetings, Management Meetings and advises / updates the contractual issues.	Abu Dhabi
41	Contracts Engineer (Post Award)	1	13-16	CD	Bachelor degree in Engineering or equivalent.	6 years related experience of which at least 3 years should have been in contract preparation, negotiation, tendering and award procedures.		Prepares Company's construction, operational, drilling and general services contracts of technical nature and provides a contractual follow-up service to effect their proper implementation. Participates in planning pre-tender and pre-contract stages. Ensures that evaluation of tenders and execution of contract documents are consistent with ADMA-OPCO approved policy. Provides a supporting services when required in the interpretation of contracts during the course of administration or at contracts close-out. (Work covers all activities within Contracts Department).	Abu Dhabi
42	Drilling Engineer (Equipment)	2	13-16	DD	Bachelor Degree in Petroleum/Mechanical Engineering or equivalent.	5 - 6 years experience in drilling operations and engineering work with at least two years involvement in studies of drilling technology, equipment and methods.		Works Cover (Abu Dhabi HQ, Site Offshore, & Other Consultants' Offices, UMM LULU PH-1 operated from UAD, UMM LULU FFD stand alone operation, NASR PH-I operated from USFD, NASR FFD stand alone operation, SARB Stand alone operation)	Abu Dhabi
43	Cement Engineer (Field) Cement Engineer (Quality & Studies)	1 1	13-15	DD	Bachelor Degree in Engineering Discipline or equivalent.	5 - 6 years experience in drilling and work over operations including at least 3 years in cement engineering.		Implements the best practices, including the lab testing procedure and conditions. Updates the cementing manual with the best practices. Follows up with the implementation and reporting of the KPI. Assists the CESL to prepare annual cementing budget and monitor expenditure. Assists the implementation of the cementing contracts. (on 24 – hours call)	Abu Dhabi
44	Drilling Site Leader	3	14-16	DD	Bachelor Degree in Mechanical or Petroleum Engineering.	7 - 8 years experience in drilling operation, 3 years of which should be in offshore drilling.		Directs and controls all activities related to drilling and workover operations carried out by contractors/service companies on assigned rig. Directs and supervises the implementation of various operational programmers including proposing and executing amendments to approved programmers in response to changing operational parameters. Implements the Company's Health, Safety & Environmental Protection policies and safety management system as applicable to rig operation. Monitors all supply activities of Company materials and equipment to ensure economic and cost effective utilization.	Offshore

No.	Job Title	No of Positions	Grade	Division	Education details	Work Experience	Required Skills	Responsibilities	Location
45	Drilling Operations & Engineering S/L	1	15-16	DD	Bachelor Degree in Petroleum / Mechanical Engineering or equivalent.	8 - 9 years in drilling operations of which at least 3 years should have been in a supervisor capacity in offshore drilling.		Directs, supervises and coordinates all aspects of drilling , work over and well testing operations activities and Drilling Engineering activities on drilling rigs and in office in safe and cost effective manner for the number of assigned offshore rigs in the area of responsibility. Develops drilling & work over programs for supervisor & management approval, co-ordinate operations plans with concerned parties to ensure all rig requirements are available on time. Co-ordinates with Petroleum Engineering Division, and working contractors to ensure the work plan and necessary modifications are properly introduced. Reviews and modifies well instructions, highlights important issues and carries out safety inspections through monthly rigs visits.	Abu Dhabi
46	Petroleum Engineer (Completion Practice)	2	13	PED	B.Sc. in petroleum engineering or equivalent	5 years experience in petroleum engineering including logging and reservoir engineering.		Supervises, coordinates and ensures that the various production logging operations requirements for ADMA-OPCO/ ZADCO are carried out according to the Company's technical and safety standards. Prepares the monthly and yearly plan for production logging and cased-hole services. Monitors operations cost and verifies/endorse contractor's service tickets, evaluates technically contractors bids and recommends suitable ones. Coordinates and leads inspection team for the logging units prior to mobilisation to fields to ensure validation of Company's safety regulations and Engineering standards. Ensures safety programme application by contractors.	Abu Dhabi
47	Petrophysicist	1	13-16	PED	Degree in Petroleum Engineering or Science.	Minimum 6 years experience in open/cased hole log interpretation. One year core analysis experience. Good knowledge of computer applications.	The ability to perform Petrophysics duties without supervision.	Carries out several Petrophysics duties to fulfill the technical requirements within a reservoir development team by ensuring suitable logging and interpretation techniques of adequate answer products and implementing cost effective programs whilst assuring high data quality deliverables.	Abu Dhabi
48	Reservoir Engineer (SIM)	2	13-16	FDD(ZK)	Bachelor Degree in Petroleum Engineering or related engineering discipline	5 years experience of Petroleum Engineering of which 3 years in Reservoir Engineering including computer applications.		Performs variety of reservoir engineering duties related to gathering and analysis of data, appraisal and monitoring of well and reservoir performance, estimating reserves and predicting future performance to ensure optimum recovery. Utilises the available computer facilities/applications to perform assigned duties in an efficient manner.	Abu Dhabi
49	Petroleum Engineer (CP)	1	13-16	FDD(ZK)	B.Sc. degree in Petroleum or Mechar	6 years experience in petroleum engineering activities related to well completions, work-overs, wireline, annulus pressures monitoring, ... etc., 3 years of which should be in supervisory capacity, preferably in offshore location.		Co-ordinates and carries out Petroleum Engineering activities related to well integrity (downhole and surface). Collects technical data for integrity of all wells (gas, oil, water), analyses well problems, recommends investigative and/or corrective measures to Supervisor and supervises the implementation in the field. Co-ordinates daily, related activities with PDD, DD, Site Authority and other concerned personnel. Prepares, "Well history files" related to integrity issues and maintains for all the existing wells (Gas, Oil & Water).	Abu Dhabi
50	Reservoir Geologist	2	13-16	FDD(ZK) & FDD(US)	B.Sc. in Geology.	6 Years experience in subsurface geology, including at least 3 years in supervisory capacity with working knowledge of computer packages such as: ZYCOR, CPS or equivalent, 3D geological modeling packages and Windows 95.		Directs and Supervises the geological activities of the Section in the assigned area of responsibility i.e. Umm-Shaif or Zakum Fields. Conducts studies and integrates geological, geophysical and petrophysical data along with engineering data to develop refined geological layering models to assist engineers in achieving maximum oil recovery factors from reservoirs and prepares relevant reports. Identifies subsurface geological conditions of the developed and undeveloped reservoirs and recommends development wells locations. Plans for coring, logging, casing and testing programmes for such wells. Analyses and interprets open hole logs, petrography and hydrocarbon shows of such reservoirs.	Abu Dhabi
51	Petrophysicist	1	13-16	FDD(ZK)	Degree in Petroleum Engineering or Science.	Minimum 6 years experience in open/cased hole log interpretation. One year core analysis experience. Good knowledge of computer applications.	The ability to perform Petrophysics duties without supervision.	Carries out several Petrophysics duties to fulfill the technical requirements within a reservoir development team by ensuring suitable logging and interpretation techniques of adequate answer products and implementing cost effective programs whilst assuring high data quality deliverables.	Abu Dhabi
52	Geophysicist	1	13-16	FDD(ZK)	Bachelor degree in Geophysics or Geology.	Minimum 6 years experience in geophysical work in an oil industry, including 2 years in fields operations.		Reviews and evaluates geophysical/geological data in order to enhance understanding of geological structures with known hydrocarbon reserves and determine new hydrocarbon prospects (i.e. potential reservoirs). Includes preparing and analysing time, velocity and depth maps based on accumulated data. (Studies cover all the Company's concessional area).	Abu Dhabi

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53	Petroleum Engineer	1	13-16	FDD(US)	B.Sc. in petroleum engineering or equivalent.	5 years experience in petroleum engineering including logging and reservoir engineering.		Supervises, coordinates and ensures that the various production logging operations requirements for ADMA-OPCO/ ZADCO are carried out according to the Company's technical and safety standards. Prepares the monthly and yearly plan for production logging and cased hole services. Monitors operations cost and verifies/endorse contractor's service tickets, evaluates technically contractors bids and recommends suitable ones. Coordinates and leads inspection team for the logging units prior to mobilisation to fields to ensure validation of Company's safety regulations and Engineering standards. Ensures safety programme application by contractors.	Abu Dhabi
54	Reservoir Engineer (Simulation)	2	13-16	FDD(US)	Bachelor Degree in Petroleum Engineering or related engineering discipline	5 years experience of Petroleum Engineering of which 3 years in Reservoir Engineering including computer applications.		performs variety of reservoir engineering duties related to gathering and analysis of data, appraisal and monitoring of well and reservoir performance, estimating reserves and predicting future performance to ensure optimum recovery. Utilises the available computer facilities/applications to perform assigned duties in an efficient manner.	Abu Dhabi
55	Development Planning Engineer	1	13	FDD(NF)	Bachelor Degree in Petroleum Engineering or Chemical Engineering.	5-6 years experience with good practical knowledge of oil field production facilities, interpretation of reservoir performance and awareness of the process systems design.		Analyses the viability of the reservoirs & production profiles of the undeveloped structures. Defines the facility schemes for development scenarios based on reservoir simulation models. Conducts Techno-economic studies to rank the development schemes of the undeveloped reservoirs. Conducts production portfolio analyses to prepare future field development strategy. Prepares field development planning integrated reports. Ensures consistent and feasible assumptions to achieve field development objectives.	Abu Dhabi
56	Reservoir Engineer	3	13-16	FDD(NF)	Bachelor Degree in Petroleum Engineering or related engineering discipline.	5 years experience of Petroleum Engineering of which 3 years in Reservoir Engineering including computer applications.		Performs variety of reservoir engineering duties related to gathering and analysis of data, appraisal and monitoring of well and reservoir performance, estimating reserves and predicting future performance to ensure optimum recovery. Utilises the available computer facilities/applications to perform assigned duties in an efficient manner. [Work covers Umm-Shaif and Zakum Fields).	Abu Dhabi
57	Petroleum Engineer	1	13-16	FDD(NF)	B.Sc. in petroleum engineering or equivalent.	5 years experience in petroleum engineering including logging and reservoir engineering.		Supervises, coordinates and ensures that the various production logging operations requirements for ADMA-OPCO/ ZADCO are carried out according to the Company's technical and safety standards. Prepares the monthly and yearly plan for production logging and cased hole services. Monitors operations cost and verifies/endorse contractor's service tickets, evaluates technically contractors bids and recommends suitable ones. Coordinates and leads inspection team for the logging units prior to mobilisation to fields to ensure validation of Company's safety regulations and Engineering standards. Ensures safety programme application by contractors.	Abu Dhabi
58	Geophysicist	1	13-16	FDD(NF)	Bachelor degree in Geophysics or Geology.	Minimum 6 years experience in geophysical work in an oil industry, including 2 years in fields operations.		Reviews and evaluates geophysical/geological data in order to enhance understanding of geological structures with known hydrocarbon reserves and determine new hydrocarbon prospects (i.e. potential reservoirs). Includes preparing and analysing time, velocity and depth maps based on accumulated data. (Studies cover all the Company's concessional area).	Abu Dhabi
59	Petrophysicist	1	13-16	FDD(NF)	Degree in Petroleum Engineering or Science.	Minimum 6 years experience in open/cased hole log interpretation. One year core analysis experience. Good knowledge of computer applications.	The ability to perform Petrophysics duties without supervision.	Carries out several Petrophysics duties to fulfill the technical requirements within a reservoir development team by ensuring suitable logging and interpretation techniques of adequate answer products and implementing cost effective programs whilst assuring high data quality deliverables.	Abu Dhabi
60	Gas Planning Engineer	2	13	CPLD	Bachelor Degree in relevant Engineering Discipline or equivalent.	7-8 years experience with a sound knowledge of facilities planning/ integration and execution of projects / feasibility studies. Good practical knowledge of operation and design of oilfield / gas fields production facilities and offshore fields pressure maintenance is highly desirable.		Delivers updates to Gas Master Plan in order to assess gas Supply demand picture and facilities decision making for gas value chain. Create / update the inventory of gas sources for gas strategy planning.	Abu Dhabi

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61	Business Process/Procedures Specialist	1	13-16	BSD	Degree in Business Administration or equivalent, associated with Computer system/applications.	7-8 years experience in organisational structure in an oil	working knowledge of computer operations utilizing various applications such as; designer, Micro soft Office, Web	Plans/coordinates and conducts professional studies on Company's existing/ new business process, methods, systems and procedure to improve efficiency and cost effectiveness. Conducts special studies to assess impact of new IT systems on work flow/procedures such as; reviewing of Contract Request (CR) procedures ..etc. Provides professional advice to Divisions on related matters on Business Process/Procedure. Develops and updates Business Process/Procedure manual forms design and control. Recommends external consultancy when required. Participates in setting terms of reference and coordinates their activities. [Work covers all Company locations].	Abu Dhabi
62	Business Risk Management	1	13-16	BSD	Bachelor degree in Business Administration or Auditing or engineering or related field. A relevant internationally recognized professional qualification or post graduate degree (preferably in BRM).	8-9 years experience in business, of w	Ability to motivate and coach others through change management. Excellent facilitation and presentation skills.	Establishes, coordinates, facilitates and monitors all aspects of ADMA's Business Risk Management (BRM), to ensure adequate risk management system and processing are in place and being applied.	Abu Dhabi