



# Job Description

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<b>Job Title</b> Completion Lead	<b>Job Location</b> Tanga	<b>Category</b> -
<b>Job Type</b> Full Time	<b>Job level</b> Supervisory	<b>Industry</b> Oil & Gas
<b>Open to Expatriates</b> Open to Expatriates & Local Nationals		

## Minimum Requirements

<b>Min Budget</b> -	<b>Max Budget</b> -	<b>Primary Industry</b> Oil & Gas: 10 Years
<b>Secondary Industry</b> -	<b>Primary Category</b> -	<b>Secondary Category</b> -
<b>Certificate</b> -	<b>Qualification</b> -	

## Summary

The Completion Lead has the responsibility to follow inspection, reports, and punch list close out for smooth hand over of systems from Construction to Commissioning and Pre-Ops.

## Responsibilities

- Analyse of system definition (as per PID mark-up) and pre ops sequences with the site Completion teams
- Checking of Completion system definition and inspection plan per discipline in coordination with discipline Lead and Engineering.
- Request modification as necessary to Project Completion Database.... such ICAPS, WINPCS, TAKEOVERXPS... SMARTPLANT module
- Follow up with each discipline Inspection Test Report according to system
- Ensure that the to construction final inspection (walkdown) is performed by the sites
- Ensure proper definition of punch
- Lead daily/weekly completion meeting with the sites, QAQC and construction to achieve Inspection and Punch list completion as per schedule objective.
- Support to discipline lead, Area Construction Site lead for site review and completion activity /
- Ensure adequacy of punch list report and site status
- Ensure completion certificate generated in time and pre-ops Workfront released on due
- Demonstrates an on-going focus on health, safety, and the protection of the Environment during the stages of activity under his responsibility.
- Interfaces With the Construction/PreCom, COM, Engineering, QC, regulatory compliance and Permitting departments, ensuring that the required construction document supporting the handover of works from construction/precom to commissioning are prepared and approved in a constructive, efficient, and logical manner and satisfy the required standard of quality.
- Punch list coordination: the lead will be the Punch List Authorized Individual for the Project team generally will follow the punch list system as outlined by project specification.
- Will coordinate with sites to ensure that the punch list items are adequately described and pertinent to the System associated and are legitimate and acceptable before System registration.
- Controls and monitors the registration of punch list
- Coordinates with project team walk downs for all project
- Will expedite the verification of cleared punch lists by the person in charge.
- Review all reports related to the Master Punch List (Daily – Weekly – Monthly Reports) submitted by contractor.
- Reporting to Completion Manager the progress status of the certification and documents such as: Outstanding Check Sheets,

Punch list, NCRs.

- Assisting Handover team on the submission of mechanical Packages and Tie-in dossiers to client for approval.
- Test Packs coordination with Construction and QC
- Assisting (Completion Handover Manager) on the daily tasks.
- Turnover daily tasks depend of workload (Reviewing drawings/tracking outstanding ITRs).

## Education & Qualifications

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- Postgraduate qualifications from a multi-disciplinary institute of technology with an engineering degree or similar.
- Proficiency in reading, writing, and speaking English is an essential requirement.
- Computer literacy, Word – Excel - Power Point – PDF, familiarity with and proficiency in the use of well- established Completion software are required.
- Knowledge of all phases of multidiscipline construction: on-site activities in all technical disciplines, all construction technologies and management functions applicable to the workplace and supervision.
- Demonstrate proficiency in the interpretation of engineering drawings, plans, and specifications.
- Demonstrated communication skills including the ability to articulate construction concerns and solutions with teams consisting of individuals with various technical and educational backgrounds.
- Knowledge of PID, system definition, and turn over / completion.

## Requirements

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- At least 10 years' experience in the field of Construction and Turn over (completion) in a similar
- Previous experience working with multicultural contractors' and reporting their performance.
- Knowledge of International Standards.

## Characteristics

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- Strong leadership skills, ability to lead and work as part of a team, interpersonal skills.
- Analytical and problem-solving skills
- Ability to travel as and when required.
- Competence in report writing and planning, good organisational sense.

## Reporting To

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AGI LOT MANAGER

## Driving Licence

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Not Required

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