



Job Description

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Job Title SIMOPS / Start-up / Permit to Work Coordinator	Job Location Tanga	Category -
Job Type Full Time	Job level Intermediate	Industry Oil & Gas
Open to Expatriates Open to Expatriates & Local Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Oil & Gas: 20 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

The Job Holder is responsible for coordinating SIMOPS, start-up readiness activities and the Permit to Work process across the AGI's / MTT and associated facilities. The role ensures that all work activities are properly planned, risk assessed, authorized, sequenced, communicated and executed in accordance with company HSE requirements, operating procedures and recognized oil and gas safe work practices.

The position acts as a central coordination point between Operations, Commissioning, Maintenance, Construction, HSE and performing parties to prevent activity conflicts, maintain safe work boundaries, support hydrocarbon introduction readiness and ensure that PTW controls, isolations, SIMOPS plans, toolbox communications and field verifications are consistently applied. The role is critical to safe start-up, barrier management, operational discipline and the protection of personnel, environment and assets.

Key Accountabilities

- Coordinate SIMOPS planning and daily execution control for overlapping construction, commissioning, maintenance, marine and operations activities.
- Administer and monitor the Permit to Work system, including permit screening, conflict identification, supporting certificates, risk assessments and daily PTW coordination meetings.
- Support start-up readiness by coordinating operational constraints, readiness actions, pre-start checks, PSSR inputs, field verification and safe introduction of hydrocarbons or utilities.
- Maintain visibility of simultaneous activities, active permits, isolations, overrides, critical lifts, confined space entries, hot work, energization, pressure testing and other high-risk work.
- Ensure work packs, method statements, job safety analyses, isolation certificates and associated permits are complete, aligned and approved before work execution.
- Escalate conflicting activities, unsafe conditions, permit non-compliances and start-up constraints to the appropriate authority for resolution.
- Prepare SIMOPS, PTW and start-up coordination reports, dashboards, action trackers and performance statistics for management review.

Responsibilities

1. SIMOPS Coordination

- Identify situations where simultaneous operations exist or may develop and initiate the applicable SIMOPS planning and approval process.
- Develop, maintain and communicate the SIMOPS Co-activity matrix, area plans, daily coordination schedule and interface constraints.
- Coordinate SIMOPS risk reviews, HIRA/JSA sessions and mitigation actions involving Operations, HSE, Commissioning, Construction, Maintenance and contractors.
- Verify that incompatible activities are separated, sequenced or controlled through barriers, restricted areas, communication protocols and approved hold points.
- Facilitate daily SIMOPS meetings and ensure all parties understand operational priorities, exclusion zones, emergency arrangements and changes to work scope.
- Monitor field execution and stop or escalate activities where SIMOPS controls are not respected or where changing conditions create additional risk.

2. Start-up Management

- Support the planning, coordination and execution of pre-start-up and start-up activities in line with approved start-up procedures and operating envelopes.
- Coordinate readiness checks for systems, utilities, safety-critical equipment, emergency response arrangements, communications and operational staffing.
- Track start-up constraints, punch items, temporary overrides, bypasses, inhibits, isolations, deferrals and required approvals before hydrocarbon or utility introduction.
- Support pre-Start-up Safety Review input by verifying closure evidence, action status, operating procedures, training records and readiness documentation.
- Coordinate field readiness walks and ensure outstanding issues affecting safe start-up are recorded, assigned, prioritized and escalated.
- Maintain close communication with Pipeline Start-up Leader and Start-up Methods Engineer during start-up execution, stabilization and early operation phases.

3. Permit to Work Coordination

- Act as a focal point for PTW coordination, providing guidance to permit applicants, performing authorities, area authorities and operations supervision.
- Review permit applications to confirm work scope, location, risk assessment, method statement, required certificates, isolations, gas testing and control measures are clearly defined.
- Lead daily PTW coordination meetings and maintain the look-ahead plan for next-day and weekly work activities.
- Identify conflicts between permits, operating conditions, isolations, energization, hot work, confined space entry, lifting, excavation, pressure testing and other high-risk activities.
- Maintain accurate PTW registers, complementary certificates, audit records, expired permits, suspended permits and performance statistics.
- Conduct field spot checks and participate in PTW audits to verify compliance with permit conditions, isolations and site safety requirements

Interface, Reporting and Continuous Improvement

- Prepare daily and weekly reports covering SIMOPS status, PTW performance, start-up constraints, non-compliances, overdue actions and key risks.
- Maintain action trackers for SIMOPS controls, PTW audit findings, PSSR actions, isolation issues and readiness constraints.
- Support incident, near-miss and permit non-compliance investigations when related to SIMOPS, PTW or start-up activities.
- Promote continuous improvement of SIMOPS planning, PTW quality, permit discipline, communication routines and readiness assurance.
- Support coaching and awareness sessions for contractors and site teams on SIMOPS controls, PTW expectations and start-up risk management.

Health, Safety & Environmental Responsibilities:

EACOP is committed to ensuring that the health, safety and welfare of workers, communities, and the environment are well addressed and managed. Therefore, the employee is mandated to:

- Fully comply with Company H3SE (Health, Safety, Social, Security & Environment) policies and Life Saving Rules.
- Actively participates in HSEQ and promotes this culture to co-workers.
- Remain vigilant and maintain continuous awareness of potential unsafe conditions.

- Communicate to management any HSE related concerns and ways to improve them.
- Maintain a workplace & workspace that is safe, clean, and always neat – practice good housekeeping

Education & Qualifications

- Bachelor's degree or higher diploma in Engineering, Operations, Occupational Safety, Process Technology or another relevant technical discipline.
- Formal training in Permit to Work, risk assessment, energy isolation/LOTO, gas testing awareness, confined space entry, working at height or lifting operations is preferred.
- NEBOSH, IOSH, OPITO PTW or equivalent safety certification is advantageous.

Requirements

- Minimum 15 to 20 years of relevant oil and gas industry experience in operations, commissioning, start-up, permit to work coordination, SIMOPS coordination or HSE-critical site execution.
- Demonstrated experience coordinating work permits, isolations, risk assessments, SIMOPS interfaces and daily work planning in live or pre-start-up facilities.
- Previous involvement in commissioning, operational readiness, PSSR, hydrocarbon introduction, FPSO / Refinery / Terminal start-up or major shutdown/start-up campaigns is strongly preferred.
- Experience in Terminals, refineries, petrochemical plants, pipelines, marine facilities, offshore/onshore production or other high-hazard hydrocarbon environments is an advantage.

Characteristics

Technical Competence:

- Strong knowledge of Permit to Work systems, work authorization workflows, isolation management, supplementary certificates and field verification requirements.
- Sound understanding of SIMOPS risk management, activity sequencing, barrier management, exclusion zones, communication routines and emergency response interfaces.
- Good understanding of commissioning, pre-start-up checks, PSSR, start-up procedures, operational readiness and safe introduction of hydrocarbons or utilities.
- Ability to review work packs, method statements, JSAs, P&IDs, isolation plans, system boundaries and start-up constraints.
- Proficiency in Microsoft Office, PTW / e-PTW tools like Enablon, action trackers, dashboards and document management systems.

Behavioral Competence:

- Strong safety leadership and confidence to challenge unsafe or conflicting work activities.
- Excellent planning, coordination, communication and interface management skills.
- High attention to detail and disciplined follow-up of permits, controls, constraints and actions.
- Ability to work under pressure in high-risk, dynamic and multi-contractor environments.
- Calm, structured and assertive approach to conflict resolution and operational decision support.
- Ability to work effectively in a multicultural business environment.

Language Requirements:

- Fluency in English, written and spoken.

Reporting To

N+1: Field Manager TZ

Driving Licence

Not Required

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