

# JOB DESCRIPTION

ID: PM-JD01

<b>Job Title:</b> Project Engineer	<b>Working Location:</b> Vung Tau/ Other
<b>Project:</b> Detailed Engineering	<b>Report to:</b> Project Manager/Engineering Manager/ Senior Project Engineer
<b>Organization structure:</b> <ul style="list-style-type: none"><li>Project Manager/Engineering Manager =&gt; Senior Project Engineer =&gt; Project Engineer</li></ul>	
<b>Job Purpose:</b> <ul style="list-style-type: none"><li>Preparing, scheduling, coordinating and monitoring the assigned engineering projects.</li><li>Monitoring compliance to applicable codes, practices, QA/QC policies, performance standards and specifications.</li></ul>	
<b>General Description:</b> <p>Reporting to Senior Project Engineer with the major responsibilities as followings:</p> <ul style="list-style-type: none"><li>Prepare, schedule, coordinate and monitor the assigned engineering projects</li><li>Monitor compliance to applicable codes, practices, QA/QC policies, performance standards and specifications</li><li>Manage multi-discipline engineering team in the delivery of scopes through regular progress meeting and by facilitation where multi-discipline issues require discussion and resolution.</li><li>Perform overall quality control of the work (budget, schedule, plans, personnel's performance) and report regularly on project status.</li><li>Cooperate and communicate effectively with Engineering Manager and other project participants to provide assistance and technical support.</li><li>Review engineering deliverables and initiate appropriate corrective actions.</li><li>Work closely with the team in order to ensure smooth interfacing between Project Groups.</li><li>Reviewing the engineering tasks and initiating the necessary corrective actions.</li><li>Developing specifications for the project's needed equipment.</li><li>Creating frameworks to measure the project's metrics and data collection.</li><li>Perform other tasks as required by the Project Manager/ Engineering manager</li></ul>	
<b>Qualifications and Work Experience required:</b> <p><i>Qualification</i></p> <ul style="list-style-type: none"><li>Bachelor's Degree in Engineering or Business Administration.</li></ul> <p><i>Experience &amp; Requirements</i></p> <ul style="list-style-type: none"><li>A minimum of 7 years of experience in oil and gas including upstream project design and technical support. At least 3 years of relevant experience (project Engineer or higher) in undertaking offshore oil &amp; gas projects.</li><li>Well-developed skills in analysis, planning, communication, organization and interpersonal relationships, reporting and supervising.</li></ul>	

- Good understanding of engineering, procurement, construction and installation sequence of offshore oil & gas projects.
- Good understanding of written and spoken English.
- Good skill in Microsoft Office, planning software

**Challenges (If any):**

- Multi-functional, and able to cope with diverse job demands.
- Coordinating work in multiple locations with different organization and multiple interfaces.
- Under pressure and workload.

**Assignment Duration :**