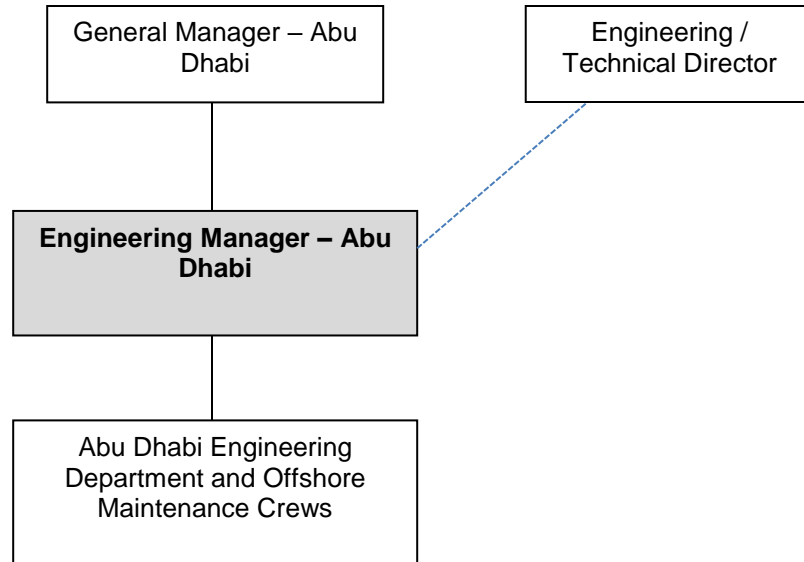




JOB DESCRIPTION

1. Position: Engineering Manager

2. Reporting Relationships:



3. Job Purpose:

To manage the design, manufacture installation and maintenance of all TWMA equipment and associated services including those provided by 3rd parties. Develop Implement and maintain a preventative maintenance schedule for all TWMA plant and equipment in Abu Dhabi. Provide technical support and assist with the day to day running of departmental personnel and equipment, ensuring that equipment, related operations and services are maintained at all times with a high degree of awareness of the impact of build quality and maintenance on HSE performance. To work with the other management teams and focus on delivering all round company performance through advanced equipment technology, design and build quality that will lead to delivering and maintaining an effective build, installation and maintenance industry reputation.

4. Key Responsibilities:

4.1 Design , Build and Maintenance System - Operational Performance;

- Implement and manage Design, Build and maintenance systems across the TWMA Abu Dhabi operations ensuring equipment is delivered in line with regulations and relevant Company policy
- Deliver equipment and service safely, on time and on or below budget.
- Liaise with other managers ensuring an efficient level of service is maintained throughout the company's operations – both internally and externally.
- Monitor and report on the operational performance.

- Initiate appropriate action where necessary.
- Ensure all relevant control is exercised over commercial aspects of the operations.
- Ensure structure reporting and management systems are in place for maintenance operations.
- Provide technical support where required.
- Ensure correct documentation and work pack provision and management.
- Be technical focal point for regional tenders in coordination with Group

4.2 Management of Client Relations:

- Assist project teams in marketing TWMA's range of services through effective communications with existing clients, potential clients and other relevant oil and gas personnel and participating in engineering challenges that may involve meeting client/project requirements.
- Participate in meetings with major, existing or potential clients as required.
- Develop client relationships and become focal point for all Engineering related queries providing timely and proactive solutions presented in a professional manner.
- Promote a positive image of the organisation at all times.

4.3 Design, Build and maintain Strategy:

- Regularly evaluate performance data, identify opportunities for improvement, define and implement improvements and monitor their effectiveness.
- Regularly report overall department performance highlighting continual improvement opportunities.
- Play a key role in establishing and maintaining an effective management team for the business unit.
- Ensure effective utilisation of the resources in your charge.

4.4 Development of Preventative Maintenance Schedule and Maintenance Department Management System;

- Monitor and maximise uptime of equipment through scheduled preventative maintenance and timely response and resolution to unplanned maintenance.
- Regularly review Level 1 and 2 spare part inventories to support maintenance and repairs.
- Establish and maintain an effective onshore maintenance support facility.
- Implement preventative maintenance schedule for all TWMA Abu Dhabi plant and equipment.
- Implement and maintain Maintenance Department filing system (electronic and hardcopy) of all plant and equipment documentation.
- Implement and maintain any necessary work instructions and procedures for the Management System.
- Report on asset integrity life cycle including recommendations for extending life of TWMA assets.

4.5 Management of personnel;

- Provide support and regularly communicate with subordinate staff both formally and informally as required to ensure highest level of operations are achieved and expectations are understood.
- Determine adequate manning levels for your areas of responsibility to meet the needs of the business.
- Liaise with HR Department for all recruitment and selection requirements, discipline and grievance issues and appraisals.
- Liaise with HR Department to plan training for subordinate staff to enable effective performance and ensure their personal development is continued in order to meet the changes in the business.
- Mentor and develop junior members of the team and establish a succession plan within the department.

4.6 HSEQ Requirements;

- Manage and maintain high awareness level in respect of HSE targets and objectives.
- Liaise with HSE Department to ensure HSE targets and objectives are met.
- Address any HSE concerns and take appropriate action in conjunction with TWMA procedures.
- Attend safety meetings with HSE personnel as and when required.
- Implement and develop Engineering Quality Management System in accordance with Group.

5. Complying with Procedures;

- Ensure all operations comply with the Company and Client operating policies and procedures.
- Ensure all operations comply with the Company Health and Safety policy as defined in the Company Handbook.
- Be aware of company conditions of employment as detailed in the Employee Handbook.
- Liaise with HR Department to assure compliance with current employee law legislation.
- Keep up to date with other current legislation, legal requirements and regulations that apply to the company.

This is not an exhaustive list of duties and is subject to change should it be required.

This is to certify that I understand all that is expected of me in this job description and person specification.

Signed _____

Date _____

PLEASE RETURN A SIGNED COPY