

Job title: Assurance, Interface, Risk (AIR) & Project Production Management (PPM) Lead

Work Location: Atyrau

Work Pattern: 5/2

Personnel Category: Local

Job Specification and requirements:

- Republic of Kazakhstan citizenship
- Fluency in Kazakh, Russian and English
- Higher Education (Engineering, Finance, or other related degree)
- Relevant work experience - not less than 10 years.
- Strong working knowledge of MS Office programs is required.
- PPM Software (including PPC)
- iPIMS suite of products for risk and interface management

Job Description:

- Responsible for implementation and coordination of Project Assurance, Interface and Risk Management processes, Value Improving Practices (VIPs) and Best Practices (BPs) of a complex project.
- Responsible for development and implementation of the KLPE GSU Interface Management Plan for internal and external interfaces.
- Responsible for development and implementation of KLPE GSU Risk Management Plan including coordinating the risk management process to identify and assess risk, develop mitigation strategies, track mitigating actions, and communicate progress to KLPE GSU stakeholders.
- Responsible for development and implementation of a comprehensive project Assurance Plan and ensuring alignment with Capital Projects Function (formerly PRC).
- Responsible for the deployment, implementation and coordination of risk and interface management software such as iPIMS Risk module for KLPE GSU Project.
- Responsible for maintaining the integrity of information within the software.
- Coordinates with Capital Projects Function (formerly PRC) and Subject Matter Experts (SMEs) to deploy and implement the Project Production Management (PPM) system for project use, as appropriate.
- Ensures Contractor, other team members are trained and proficient in the use of PPM software and its modules such as PPC.
- Ensures that PPM tools are applied rigorously throughout the project enabling early identification of execution bottlenecks or delays so that they can be resolved before impacting the project.
- Develops interface communication plans for the project functional groups and coordinates with the team leaders to assign functional interface owners.
- Coordinates interface coordination meetings for the project team to address interface issues, gain alignment on interface decisions and resolve interface issues in a timely manner to avoid impacting the project schedule and budget.
- Deploys interface management requirements to contractors and establishes internal and external interface meetings with and between contractors.
- Supports Document Control to ensure all assurance, interface and risk documentation is recorded in accordance with project document controls procedures.

- Facilitates KLPE GSU risk workshops for the project team to identify, quantify and review status of risks to ensure proper risk management and reduce the overall impact to the project (develops new risk registers and studies).
- Responsible for ensuring project risk mitigations are incorporated into execution plans, cost estimates and schedules.
- Coordinates and maintains Action Log, Decision Register, Databook, Interface Register, and any other related KLPE GSU logs/registers. Ownership & maintenance of each log/register may be delegated to separate discipline/functional teams, as appropriate.
- Coordinates the development of contractor interface and risk management expectations for all major contracts and provides input to contracts group regarding those expectations.
- Reviews contractor interface and risk processes and plans to ensure compliance with the project Interface & Risk Management Plan and recommend necessary adjustments.
- Responsible for gathering internal and external lessons learned and supports their integration into project activities.
 - Plan and coordinate peer reviews and ensure appropriate resource are dedicated
 - Liaison with internal and external consultants to support project assurance activities
- PMOC Coordination:
 - Coordinates Project Management of Change (PMOC) on the KLPE GSU Project.
 - Coordinates the maintenance of the PMOC Log within the AIR discipline.
 - Communicates PMOC information to the PLT and Project Team, as appropriate.
 - Understands the Phase 4 budget, regarding contingency and the impact each PMOC has on contingency.
 - Maintains, updates, and issues PMOC Data Forms, as necessary.
 - Ensures the PMOC form is properly completed by members of the Change Management Team