

Job Description

Job Title:	Senior Supply Chain Coordinator BSQ
Job Location:	Erbil, Kurdistan

Report to:	Supply Chain Manager Kurdistan, Iraq AS;
Direct reports:	Procurement & Contracts Personnel
Key interactions:	SCM team Erbil and Dubai, Asset Managers, BSQ operations manager, Department Managers and Site representatives.

Job Summary:
<p>Undertake and execute day-to-day coordination of operational supply chain activities in support of our Baeshiqa operations in Kurdistan. Develop, compile and project manage Baeshiqa contracts and procurement quilt constantly developing and ensuring time and cost estimates are achieved & Managed. Responsible for drafting sourcing strategies, prepare invitation to tender and evaluation of tenders received, including detailed analysis of commercial and qualifications and execution of final agreement. Ensure all services and materials are procured in full compliance with our Procurement Procedures and JV requirements.</p> <p>Being the first point of contact for the field-based organization on all Supply Chain matters including the management of the drilling warehouse and yard facility. Ensure the availability and provision of Logistics & Materials services in line with operational requirements, covering land transport, and warehouse / yard operations.</p>

Key Responsibilities:
<p>The following key is used in this section:</p> <p>(A) – position requires an awareness of what is required (K) – position requires that knowledge is required to fulfil this aspect of the role (S) – position requires a skill in being able to fulfil this aspect of the role</p> <ul style="list-style-type: none"> • Lead and coordinate the Baeshiqa supply chain activities for the full field development of the Business Unit (BU) objectives. (S) • Conduct contract management activities to ensure effective reporting, administration and performance management of all Purchase orders and contracts. (S) • Working across the complete end to end supply chain process to drive in efficiencies, working alongside the operational teams/functions to diagnose and, troubleshoot to optimize the processes and value for the business unit; (S) • Coordination of the critical contracts and procurement requirements of the project ensuring that strategies and schedules are developed to meet the critical milestones of the project (S) • Manage the day-to-day field-based logistics & Contracts administration covering all Supply Chain field activities. Liaise and work with other parts of our organization to implement the adequate measures to ensure smooth operations without delays to our drilling, maintenance, projects and production activities. Maintain SCM registers/dash boards of all site logistic activities and monitor spend where necessary. (S) • Inventory identification, segregation, stock counting and setting of min/max stock levels for all Production Critical and Non-Critical spares. Physical inventory and spare holdings are mirrored in Epicor. Manage warehousing, yard operations and materials inventory (storage, preservation, stock count, sales of surplus) (S) • Provides regular management reports and updates on supply chain activities (A)

- Ensure that development and use of local contractors is given preference when considering strategy development and contract award;
- Ensure compliance with our and JV requirements along with governance and compliance obligations and ensure an audit trail to secure cost recovery. **(S)**
- Verify that HSE requirements under the contract are complied with, enabling monitoring of the quality of Contractor HSE performance and indicate actions to improve performance in conjunction with HSE Manager or Projects HSE Manager; **(K)**
- Safeguard a high level of compliance with our anti-bribery, anti-corruption and money laundering policies. **(K)**
- Monitor compliance with obligations relevant to Local Content provisions; **(S)**
- Build strong relations with internal and external stakeholders, contractors and suppliers; **(K)**

Required Qualifications & Experience:

- Minimum 15+ years relevant oil & gas sourcing experience, with at least 10+ years international working experience Supply chain activities with IOC(s)
- Formulation and evaluation experience in a cross section of complex packages including; production, maintenance, construction, logistics, drilling
- Complete and demonstrable understanding of significant legal and commercial issues
- Engineering Degree or BA/MBA in relevant discipline
- Awareness of Best Practices in corporate and project supply chain procedures;
- Preference for CIPS or RICS (or equivalent) certification.

Key Attributes:

- Ability to solve problems and deal with diverse business drivers and variables.
- Ability to work in a multi-cultural environment and embrace diversity
- Ability to handle multiple tasks simultaneously.
- Commercial awareness and sound business acumen
- Good analytical skills
- Excellent English language communication, interpersonal and numeracy skills
- High level of competency with Microsoft suite of applications and ERP systems
- Self-motivated and uses initiative and judgement to attain the best results
- Ability to respond to a changing business environment and culturally diverse environment
- Flexible and solution oriented with high personal integrity and high attention to detail;
- Ability to handle delicate situations with integrity;
- Demonstrates a personal commitment to Health, Safety and the Environment