



Администратор службы безопасности Safety Support Administrator

Охрана, безопасность, полиция / Охрана, безопасность, полиция

Предприятие: Товарищество с ограниченной ответственностью "Kaz Project Operating"

Оплата труда: от 200 000 до 250 000 тенге

Вахтовый метод, постоянная работа, нормальные условия труда

Информация о вакансии

Регион	Атырауская область / г. Атырау
Должностные обязанности	<p>Requirements:</p> <p>The job holder must have:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A higher education diploma or certificates in Health and Safety Management or relevant technical disciplines. <input type="checkbox"/> Longer work experiences in relevant field with supporting safety or related certifications may be considered on exceptional cases. <input type="checkbox"/> Minimum 2-3 years in Oil and Gas Industry. <input type="checkbox"/> Knowledge of Oil and Gas Facilities systems and equipment and methods of work. <input type="checkbox"/> Knowledge in PTW procedure. <input type="checkbox"/> Knowledge of risk assessment procedures. <input type="checkbox"/> Knowledge in safety inspection. <input type="checkbox"/> Knowledge in incident investigation. <input type="checkbox"/> Knowledge in behavioral change programs. <p>Required Minimum for HSE Training for position based in Offshore:</p> <ul style="list-style-type: none"> <input type="checkbox"/> HSE Induction. <input type="checkbox"/> RoK Industrial Safety for Hazardous Facilities. <input type="checkbox"/> RoK labour and Safety protection. <input type="checkbox"/> H2S/Sour safety related training(s) as determined by Company. <input type="checkbox"/> BOSIET. <input type="checkbox"/> Fitness to work at offshore as determined by Company. <p>Required Competences:</p> <p>The job holder must have proven:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Good communication skills, both oral and written, including the ability to make presentations and write effective reports. <input type="checkbox"/> Ability to work in team environments, communicate, understand and work within the dynamics of a multi functional and multi locational environmental. <input type="checkbox"/> Problem solving and analytical skills. <input type="checkbox"/> Strong commitment to safety and capacity to educate and persuade personnel to adopt safety rules. <input type="checkbox"/> Planning capacity <input type="checkbox"/> Intermediate written and spoken English. <input type="checkbox"/> Computer literate. <input type="checkbox"/> Knowledge of international and local codes and standards related to HSE. <p>Responsibilities:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Maintain recording and distribution of MoM from safety meetings and track attendance sheets. <input type="checkbox"/> Control annual leave and rotation schedule for site safety team. <input type="checkbox"/> Assist with incident investigation process e.g. develop ToR, support investigation team, registering CARs in the system, monitoring progress of CARs closure, assist with closing CARs, conduct analysis of investigation results and provide recommendation to Site Safety team. <input type="checkbox"/> Support functionality of SAFE-R system and raise critical SAFE-R cards to the site safety team. Conduct SAFER analyses on a monthly, quarterly and yearly basis. <input type="checkbox"/> Track High risk activities as per Daily Dashboards, to ensure that all high risk activities are daily monitored by site safety team. <input type="checkbox"/> Assist in raising SAP notifications and procurement support via SAP system. <input type="checkbox"/> Undertake document management including filing, updating,

- tracking, formatting and distribution to appropriate recipients;
- Assist in the development of HSE Monthly Themes and Campaigns.
- Support in logging of evidences of HSE campaigns to ensure that all evidences are visible and filled properly.
- Assist in organization of safety trainings.
- Assist in developing and communication of safety messages via Bulletins, HSSE Boards, TV screens.
- Monitor safety management tours register findings and follow up actions, and distribute to action parties.
- Support Safety Superintendent on the safety stand downs arrangements.
- Assist in monitoring execution of Site HSE Plan and following up with relevant parties on the timely completion of assigned actions.
- Assist in monitoring execution of Contractors HSE Management Plan.
- Maintain and improve safety culture.
- May perform other related duties as assigned.

Conditions:

Offshore, 28/28.

Резюме высылать на почту: maxim.s@kpop.kz

Количество вакансий 1

Требования к соискателю

Стаж по специальности	3 года
Профессиональные навыки	анализ рабочего процесса; рационализация; управление проектами;
Уровень образования	высшее
Знание языков	Казахский - продвинутый уровень Русский - продвинутый уровень Английский - продвинутый уровень
Личные качества	базовые знания интернета; использование электронной почты;

Информация о предприятии

Количество работников	600
Сведения о предприятии	ТОО «Kaz Project Operating» - казахстанская компания, предоставляющая высококвалифицированных специалистов в области инжиниринга и строительства для различных нефтегазовых проектов в Казахстане и других странах. Мы завоевали доверие взыскательных нефтегазовых компаний Казахстана, а также их основных подрядчиков благодаря нашей специализации в области предоставления квалифицированных человеческих ресурсов для осуществления проектно-конструкторских работ, строительного контроля, контроля качества и инспекций, ввода объектов в эксплуатацию, а также для эксплуатации и обслуживания объектов. Наши основные проекты находятся в Казахстане, но мы расширяем свою деятельность на международном рынке, в частности в России и Азии.
Контактное лицо	Паливала Ирфан Мохаммед Фарукх
Регион предприятия	Акмолинская область / Зерендинский район
Адрес предприятия	Победы кошесі 62 501a