



**Консультант по вопросам ведения бизнеса
Business Issues Coordinator**

Консалтинг, стратегическое развитие / Организационное консультирование

Предприятие: Товарищество с ограниченной ответственностью "Kaz Project Operating"

Оплата труда: от 350 000 до 500 000 тенге

Полный рабочий день, постоянная работа, нормальные условия труда

Информация о вакансии

Регион Атырауская область / г. Атырау
Должностные обязанности **Requirements:**

- Higher education or an equivalent degree in law, business/public administration, media and NGO relations, communication, general engineering or a closely related field;
- At least 6-8 years of experience in the relevant areas with a minimum 3 years of experience that is directly related to the duties and responsibilities specified or an equivalent combination of experience and qualifications sufficient to successfully perform the essential duties of the job as listed above;
- At least 3 years of experience in working for a major oil and gas company and/or a contractor providing services to one;
- Mandatory**
- Integrity/Honesty - Behaves in an honest, fair, and ethical manner. Shows consistency in words and actions. Models high standards of ethics.
- Confidence and ability to prioritize and perform complex tasks in changing environment. Ability to multitask and work under pressure to meet deadlines.
- Strong analytical and strategic planning skills.
- Basic understanding of law, legal procedures and arbitration.
- Disciplined and proactive organization, scheduling, correspondence and co-ordination skills.
- Good knowledge of business practices in international oil major companies.
- Good knowledge of Kazakhstan government practice, politics and structures.
- Ability to analyze and interpret various set of data related to the activities of a major Oil and Gas Company.
- Excellent communication and ability to work effectively with diverse audiences.
- Fluency in written and spoken English.
- Excellent skills in writing reports, emails, business correspondence and procedure manuals.
- Ability to effectively present information and respond to questions.
- Competency with computer based tools including MS Office and SAP applications.
- Interpersonal Skills - Treats others with courtesy, sensitivity, and respect. Considers and responds appropriately to the needs and feelings of different people in different situations.
- Oral Communication - Makes clear and convincing oral presentations. Listens effectively; clarifies information as needed.
- Written Communication - Writes in a clear, concise, organized, and convincing manner for the intended audience.
- Continual Learning - Assesses and recognizes own strengths and weaknesses; pursues self-development.
- Advantageous**
- Fluency in written and spoken English.
- Fluency in written and spoken Russian.
- Fluency in written and spoken Kazakh.
- Experience in public and government affairs, graphics/publications, social media and/or communication planning.

- Experience in finance and accounting.
- Legal experience or practicing lawyer/advocate
- General knowledge of offshore and onshore oil and gas facilities operational aspects.
- Good knowledge of major project controls principles and procedures.
- Good knowledge of change management, risk and uncertainty management and mitigation concepts.

Responsibilities:

- To support Head of Business Issues in his/her role of Process Coordinator of the Issues Management process.
- To facilitate internal coordination within the Operator of advocacy positions and actions for resolution of key business and policy issues not resolved at working levels, or those public policy issues that relate to overarching concerns such as the foreign investment or business climate.
- To coordinate the Operator Issue Teams formation, list of priority issues and issue owners, scheduling and preparation of issue reviews, updates, regular briefings, minutes, memos, archive of news/articles.
- To monitor drafting, endorsement and implementation of Advocacy Plans and key position statements.
- To assure PSA/JOA Relations, RoK Correspondence and Government Relations on appropriately routing correspondence to those internal Company parties who are engaged in specific issues.
- To verify closely with Legal Directorate so that issues and correspondence are properly managed to maximize chances of favourable resolution in the event of legal challenge or arbitration.
- To monitor, closely with Government and External Relations, external developments, government and industry trends and news impacting the North Caspian Project, and to advise Head of Business Issues and Venture Relations Manager.

Conditions:

Atyrau city, 5/2.

Резюме высылать на почту: adilzhan.o@kpop.kz, контакты: +7771 121 1096

Количество вакансий 1

Требования к соискателю

Стаж по специальности	6 лет
Профессиональные навыки	эконометрика; экономика производства;
Уровень образования	высшее
Знание языков	Русский - высокий уровень Английский - высокий уровень
Личные качества	базовые знания интернета; использование электронной почты; управленческая команда;

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 501а