

Job Description – Project Planner

GENERAL INFORMATION	ID Job	P1
	Job Title	Project Planner
	Role Seniority	Expert: Professional Maturity
	Functional Level	Engineer
	Alternative job title (Industry benchmark)	Planning engineer
	Job Purpose	To support the project services coordinator for the planning, scheduling and progress monitoring of upstream Projects. To provide support for Project time control, monitor the project progress, provide accurate project time reports, verifying time performance against plan, and identifying areas of potential time target requiring corrective action.
ROLE DEFINITION	Main responsibilities	<ul style="list-style-type: none"> - Project planning and control, use of project control tools. - Scheduling and time control, use of scheduling tools. - Project work and progress analysis. - Support for preparation of project procedures on planning, scheduling and control.
	Key activities	<ul style="list-style-type: none"> - Preparation of project WBS according to cost estimates and planning. - Detailed scheduling of project activities and support for the plan/forecast preparation. - Control of contractors and project team schedules producing project progress reports. - Include detailed contractors schedules into the project master schedule and identify critical path activities. - Check physical progress against plans, support for the estimate to complete. - Preparation of Project of work progress Reports. - Perform earned value analysis.
	Reports to	Project Services Coordinator
	Subordinates	N/A
	Main Internal Interfaces	<ul style="list-style-type: none"> - Project team & multidisciplinary specialists - Technical staff of the Subsidiary in the equivalent position
	Main External Interfaces	Contractor Planner & Controller engineers
QUALIFICATIONS	Education	Secondary Level Technical Education (degree preferred)
	Professional Qualifications	<ul style="list-style-type: none"> - Basic software (Microsoft Excel, Microsoft PowerPoint, Microsoft Word) - Specialist software (Primavera P6 basic & advanced, Microsoft Project)
	Training and Courses	<ul style="list-style-type: none"> - Project Cost Management. - Project Management basics and advanced - Specialist software training - Engineering & Construction Management - Oil & Gas surface production facilities - HSE Management in upstream operations
	Languages	Fluent knowledge of English
EXPERIENCE & COMPETENCIES	Required Experience	<ul style="list-style-type: none"> - At least 10 years of Oil & Gas Industry experience. - At least 10 years in equivalent position.
	Required knowledge, technical or professional skills	<p>MAIN SKILLS AND KNOWLEDGE:</p> <p>Project Configuration:</p> <ul style="list-style-type: none"> • Develop Project Schedule Baseline: Sequence activities, Estimate activity resources & durations • Schedule Risk Analysis • Create ABS (Activities Breakdown Structure) • Create WBS (Work Breakdown Structure) <p>Project Monitoring and Controlling Process:</p> <ul style="list-style-type: none"> • Project Schedule Manage • Control & Baseline update • Preparation of Project Performance Report (Weekly, Monthly) of the general status update, scheduling, authorization situation • Project Scope Control & Change Management <p>Project Closing Process:</p> <ul style="list-style-type: none"> • Close Project or Phase requirements and reports preparation for approval • Historical and Lessons Learned information collection and dissemination <p>ERP (Enterprise Resource Planning System)</p> <ul style="list-style-type: none"> • Project Master Data Base management • Specialist software knowledge & effective use: Primavera P6, Microsoft Project <p>ADDITIONAL SKILLS & KNOWLEDGE:</p> <p>HSEQ: HSE Principles and Systems, Environmental Remediation & Water Treatment Plants & Decommissioning Construction and Commissioning Plan and Monitoring Installation Plan and Monitoring Drilling & Well Completion Activities Plant / Facilities Start-up and Handover</p>
	Required personal capabilities	<p>Knowledge and know-how: Analysis, Results orientation, Planning and control, Problem Solving, Results orientation</p> <p>Passion - Setting an example: Positive attitude, Energy</p> <p>Teamwork: Teamwork</p> <p>Courage to change: Flexibility / lateral thinking</p>