



**JOB DESCRIPTION**

<b>Job Title</b>	: <b>Operation and Project Manager</b>
<b>Department</b>	: <b>Operation and Project Department</b>
<b>Reporting to</b>	: <b>General Manager</b>
<b>Other interactions</b>	:
<b>Primary function</b>	:

No.	BPMN References	Task and Responsibilities (main focus):
1	<a href="#">11.1</a>	Manpower arrangement to assign and task in projects
2	<a href="#">11.1</a>	Has the responsibility of making sure that the project progresses according to contract or PEP (Project Execution Plan), completing all survey work and acting as a liaison with the representative for the client in regards to matters of operation.
3	<a href="#">11.1</a>	Monitors the operations in the field and integrating with main office, ensure compliance with client requirements based on PEP (Project Execution Plan), local laws and HSE Procedures
4	<a href="#">11.1</a>	Actively participate in strong control for competencies employee who will be assign in a project
5	<a href="#">11.1</a>	Responsible for regular progressif reporting to general manager and clients.
6	<a href="#">11.1</a>	Support to ensure project target are met and correct procedu res followed based on PEP (Project Execution Plan)
7	<a href="#">11.1</a>	Plan, Do, Check and Evaluating all works of subordinate staff including scheduling of projects
8	<a href="#">11.1</a>	Prepare and make sure draft report in line with given form at including legal view aspects.
9	<a href="#">11.1</a>	Strong leadership to handling coordination of manpowers good management svstem and improving SOP
10	<a href="#">11.1</a>	As represent company to meeting with clients including integration coordination between field and main office
11	<a href="#">11.1</a>	Actively participate in adherence to and continous improvement of the company management system on Quality and HSE related issues

**Other focus :**

1	Coordination with team leader/party chief for all works based on SOP (Standard Operating Procedure)
2	Coordination with team leader/party chief when the finding non technical matters

**QHSE duties - Employer and Employees :**  
Employees have health and safety duties as well as employers. This reflects the fact that for good safety management it is essential for the employer and employees to work together.

**An employee's duties are to :**

1	Take reasonable care of the health and safety of themselves and of others who may be affected by what they do or do not do
2	Cooperate with the employer on health and safety matters / co-operate with company requirements to ensure that statutories are met
3	Not misuse any equipment that is provided for safety purpose
4	Follow instructions from the employer on health and safety matter and attend relevant health and safety training
5	Report hazards and defects observed in the workplace
6	Promote the implementation and continous improvement of the QHSE system
7	Abide by both client and company rules as described in the QHSE-MS

The tasks/duties and responsibilities as described herein are intended as a guide only and it should be understood that operational demands might at times require employee to perform duties not included in this description

<b>Name :</b>		<b>Signature :</b>		<b>Date :</b>	
<b>Acknowledge by</b>					
<b>Name :</b>		<b>Signature :</b>		<b>Date :</b>	
<b>Name :</b>		<b>Signature :</b>		<b>Date :</b>	