



Amilcar Petroleum Operations is seeking candidates for "Maintenance Planner" position at the company's head office located in Sfax.

Please send your application: cover letter, resume, and the supporting documents by email to "recrutements@apo.com.tn".

The job title and reference number "**Maintenance Planner – Ref: APO Ad. 04/2020**" should be added to the subject line of the email

The deadline for submission of applications is **November 12th 2020**.

Maintenance Planner– Ref: APO Ad. 04/2020

The main purpose of the position is to provide comprehensive planning/scheduling activities for Hasdrubal sites Maintenance, to ensure that maximum efficiency is achieved safely and cost effectively utilizing available resources and to coordinate with Shutdown, Projects and APO asset planners to avoid activities' clashes. The position reports to the Head of Department Operations Support.

Candidates will be mainly required to:

- Plan and schedule Hasdrubal maintenance activities on Weekly basis
- Lead the daily "PDR – Plan Do Review" meeting and "6 Weeks look ahead" weekly meeting
- Prepare and generate maintenance KPIs on weekly bases.
- Prepare and generate the Maintenance Asset Integrity KPI
- Coordinate between all disciplines for the execution of multidiscipline works prior to issue of work plans.
- Coordinate with the Shutdown, Projects, Asset planners and schedulers to ensure accuracy of the integrated Asset plan
- Monitor progress on all work programs identifying areas of slippage and initiate corrective action.
- Perform regular checks on the integrity of Maximo database and take the necessary actions to address any issue.
- Track the services and Material PO to confirm activity readiness.
- Maintain track of all changes in Maximo Database throughout the change request process.
- Create Job plans and PMs related to new projects.
- Lead the weekly walk downs in all Hasdrubal sites.
- Assist, coach & train operation personnel on Maximo when required.
- Implement and monitor a structured system of plans, policies, procedures and controls to continuously improve the performance using influencing skills.

REQUIRED EDUCATIONAL QUALIFICATIONS AND MAIN SKILLS:

- Engineering completed degree (preferably Mechanical).
- Fluency in English, Arabic and French- Written and Spoken.
- Adequate qualification on Maintenance planning /scheduling Leadership and team organizing skills
- Confirmed experience within the petroleum and gas environment.
- Good knowledge of the oil and gas safety systems and equipment.
- Experience in implementation and development of manual and computerized systems for Preventive Predictive Maintenance, shutdown and major projects works.
- Competency in Primavera (or Microsoft Project), Computerized Maintenance Management System (Maximo, SAP ...), Excel, Word, Power Point.
- Knowledge in SQL Analysis and reporting systems.
- A high level of accuracy and problem solving ability.