

Center for Career Planning & Placement (CCPP)

Graduate Placement Services (GPS)

JOB VACANCY FORM[©]

Job Reference No.: JV408

Company Name: ADOC (JAPAN)

Company Type: "Private"



Job Position/Title:	GEOLOGIST	Academic Major:	BACHELOR IN GEOLOGY
Salary Range:	DH. 37,705.00	Years of Experience:	Fresh Graduate
Job Location:	Abu Dhabi	Job Type:	Full time
Nationality:	UAE National Only	Gender:	Male
Job Description:	Please check the next pages.		
Minimum Qualifications:	Please check the next pages.		
No. of Positions Required:	One (1)		
Job Close Date:	Open until filled		

To Apply, UAEU Graduates/Alumni should send their CVs to:

adakwar@adoc.ae

JOB NAVIGATOR

Locating Your Career Path



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1. JOB DETAILS:			
Job Title:	Geologist		
Reports to:	Senior Geologist		
Department:	Development & Exploration		
Function:		Post No:	
Job Code:		Location:	
Prepared / Revised on:	January 2011	Grade:	

2. JOB PURPOSE:	
The Geologist shall conduct research, interpret geological / geophysical data and construct geological models or existing/ potential oil fields in order to facilitate efficient oil field exploitations and support ADOC exploration operations.	

3. JOB DIMENSIONS:		
Number of Staff Supervised:	Direct Reports:	
	Total:	

4. KEY ACCOUNTABILITIES:	
Description	
Plans & Schedules: The Geologist shall ▪ Develop and seek approval for the monthly schedule ensuring alignment to the annual department plan and control the implementation of schedule as per set timelines, HSE & Quality standards.	
Budget & Cost Control: The Geologist shall ▪ Contribute in the development of the annual departmental budgets based on annual field development plans. Manage and control all operations related to geological section to ensure they are carried out in compliance with the approved budgets and time lines.	
Policies & Procedures: The Geologist shall ▪ Support the development, implementation and regular review of the section's management & operational policies, procedures and systems to ensure consistent & systematic application of best practices and to improve operational performance. ▪ Communicate the approved operational procedures and instructions to subordinates and monitor their adherence so that work is carried out in a controlled manner.	

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Training and Development:

The Geologist shall

- Identify the training needs and establish job targets for all the jobs in the geologist section under direct supervision and implement the approved on-the-job training properly in accordance with the ADOC training and development system policy and procedure and development programs of staffs within the Section

Leadership

The Geologist shall

- Provide effective leadership to building the geologist team – setting individual objectives, managing performance, developing and motivating staff– in order to maximise subordinate and departmental performance.
- Evaluate & Recommend employees for training programmes for skill enhancement to build a competent team.

Supervision of Contractor Staff:

The Geologist shall

- In the event of outsourcing of any relevant activities, ensure effective coordination and monitoring of contractor staff and thereby facilitate timely completion of tasks as per required Quality/HSE standards.
- Monitor the quality of material equipment and technical skills deployed in field development services provided by external contractors to ensure reliability, integrity and phased acceptance of their work in line with relevant quality standards.
- Conduct regular project review meetings with Contractors to discuss and resolve any technical issues as and when required to ensure completion of all contracts in a safe and professional manner.

Direction of Subordinates:

The Geologist shall

- Organise and supervise the activities and work of subordinates to ensure that all geological research and analytical work is carried out in an efficient and procedurally compliant manner.

Resource Planning :

The Geologist shall

- Discuss work schedules with contractors and ensure effective communication of procedures/specification to facilitate completion of tasks as per required standards.
- Identify material/equipment required for any departmental activities according field development schedule, work requisitions or notifications in urgent and emergency situations at offshore locations and coordinate transportation of the same to facilitate timely availability of resources.

Inventory Control:

The Geologist shall

- Monitor stock and usage levels of materials to ensure that items are available to meet requirements and communicate status to Superior in order to facilitate timely replenishment of stocks.
- Facilitate accurate procurement of stocks by participating in the technical evaluations of the merchandise and advising on the operational requirements.

Data Analysis :

The Geologist shall

- Organise / undertake field investigations including subservice mapping, logging, sampling, field testing etc, seismic/well data as per ADOC procedures in order to identify and prepare maps / diagrams depicting stratigraphic correlation / structural analysis for the oil fields to estimate oil reserves in proven or prospective fields and facilitate increase in productivity of existing oil fields whilst supporting exploitation of unexplored areas.

Geological Models :

The Geologist shall

- Develop/update geological models as per the findings from well/seismic data analyses in order to identify/ recommend locations for best reserve recovery/new well drilling

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Rig site Activities :

The Geologist shall

- Evaluate formations whilst drilling, predict the formations being drilled into using mud logging data and cutting description, monitor oil/gas shows and determine coring and casing points during new well and horizontal hole drilling. In particular, while horizontal hole drilling, estimate precise bitposition and discuss more effective well path with on-site Company Representative and ADOC onshore staff in order to achieve maximum oil recovery.
- Prepare logging program (wireline logging and mudlogging), explain the details of operations to the Service Companies, and supervise the operations at the well-site in order to ensure accurate logging is carried out as per set HSE/Quality standards.
- Keep detailed records, write daily and post-well reports, and send these to appropriate section.

System Management :

The Geologist shall

- Ensure accurate updating of the system ("Petrel") with all data/analyses in order to support ongoing field studies.

Tendering Process :

The Geologist shall

- Assist with the preparation of tender proposal documentation for geological investigation projects and participate in the technical evaluations of the tendering process to facilitate effective selection of contractors to suit project requirements.

Relationship Management :

The Geologist shall

- Develop and maintain effective business relationships with all relevant internal departments & external entities such as ADNOC counterparts, Contractors, Suppliers, Service providers etc with highest standards of business ethics, whilst promptly attending to all critical issues in-order to ensure the services required by the organization are delivered in the most effective manner.

Continuous Improvement:

The Geologist shall

- Provide inputs and suggestions for the continuous improvement of ADOC's Geological Research practices taking into account 'global best practices', international standards to improve efficiency & cost effectiveness and productivity standards.

Periodical Reports :

The Geologist shall

- Prepare periodical and progress reports to keep management informed about the progress of various initiatives and to facilitate decision making.
- Ensure timely logging of all related activities as per set standards in order to facilitate availability of historical data for future referencing purposes.

Health, Safety & Environment:

The Geologist shall

- Ensure compliance with all relevant occupational health, safety, environmental and quality management policies, procedures and controls across the department to guarantee employee's occupational health, safety, legislative compliance, delivery of high quality service and a responsible Safety attitude.

5. PERFORMANCE INDICATORS:

- Comprehensiveness of the research studies & quality of initiatives developed.
- Comprehensiveness & accuracy of models designed
- Management feedback.
- Timeliness & Accuracy of data in the system
- % of recommendations accepted by senior management.
- Review and audit of improvement projects implemented in line with departmental objectives
- Feedback from stakeholders.
- Benefits/Service levels obtained for the organization.
- Ensure clear and open communication with all bidders throughout the evaluation process.
- All reports are presented timely and accurately in line with schedules

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6. FRAMEWORKS, BOUNDARIES, & DECISION MAKING AUTHORITY:

- The Geologist reports to the Senior Geologist and confers with the latter on critical and strategic issues.
- The job holder is accountable for conducting all Exploration related studies and operations in Mubarratz field in line with Development & Exploration Departmental objectives defined by the ADOC and the Shareholders to achieve sustainable development.
- Based on the studies conducted, recommendations provided to the Senior Management which facilitate key decisions making having significant impact on new Development and Exploration activities.
- The jobholder exercises financial authority as per the level established by the ADOC management.
- Coordinates activities with other Units with the Department as well as other related sections.

7. COMMUNICATION & BUSINESS RELATIONSHIPS;

Internal:

- Development & Exploration Manager/ Sr. Geologist on regular basis
- Reservoir Engineer
- Drilling Engineer
- Production / Maintenance Staff
- Administration Department

External:

- Contractors
- ADNOC counter parts

8. QUALIFICATIONS & EXPERIENCE:

Qualifications

- Degree (B.Sc./MSc.) in Geology or Earth Sciences is desirable

Experience

- 8 - 10 years experience in the oil & gas industry

9. COMPETENCIES:

Job Specific Skills

- In-depth knowledge on software such as "Petrel" and significant experience in 3D Geological Modelling
- Strong knowledge of geological basics needed for evaluations and volumetric estimations.
- Knowledge of drilling and other oil field operations.

Behavioural Competencies

- Time management
- Multi-tasking skills
- Problem solving skills
- Decision making
- Excellent communication and interpersonal skills
- Analytical Thinking

Business Competencies

- Proficient in IT Skills (MS Office)