

Amilcar Petroleum Operations "APO", a Joint Venture company between ETAP and Shell Tunisia Upstream Ltd, is operating bothHasdrubal and Miskar Gas concessions, is seeking candidates to fill vacancies in its facilities located at Tunis and Sfax.

Please send your application including a copy of your ID, cover letter, CV in English outlining your Educational and work experience with the supporting documents (Diploma, work attestations illustrating previous experience and references) by email to "recrutements@apo.com.tn". The deadline for the receipt of applications is 2nd of June 2024. The position you are applying for has to be clearly indicated by specifying the APO advertized Reference number in the subject line of the email.

Position: Electrical Construction Coordinator- Ref: APO Ad. 01/2024 Location: Sfax The position reports to Lead electrical Engineer and has interfaces with the electrical Engineering Disciplines in addition to interfaces with Turnaround and Operations. The purpose of the Electrical Construction Coordinatorrole is to support APO electrical Engineering and Operations teams in their construction activities. Key Accountabilities

· Generate, review and provide feedback on detailed design, construction planning, resources, contracts etc... for the optimisation of construction activities

· Generate all needed documentation within Management of Change procedure and work packs completion

Generate L4 planning and progress periodical reports and presentation

Generate cost control figures for the monitoring of activities
 Ensure project deviation are captured and agreed within given budget and timeline

· Ensure coaching and onboarding of new technicians, contractors, or vendors on the electrical engineering projects
• Supervise Permit to Works and tool box talks

· Ensure that Remedial actions faced during project phases are captured and cleared in time Maintain the highest standards for construction and adherence to the company HSSE Required Educational Qualifications And Main Skills

 Electrical or electro-mechanical Engineering degree from recognised Engineering school
 Minimum 3 years' experience in electrical and construction engineering in an oil/gas or petrochemical process plant

Proven practical knowledge on Electrical Technical Codes and Standards · Proven experience with multiple Interface discipline on construction projects to support high

quality of deliverables Experience in electrical troubleshooting in an oil/gas or petrochemical process plant and problem resolution is highly recommended

Fluency in English, both written and spoken

Full time 5/2

Position: Electrical engineer– Ref: APO Ad. 02/2024 Location: Sfax The position reports to Lead electrical Engineer and has interfaces with the electrical Engineering Location: Sfax Disciplines in addition to interfaces with Turnaround and Operations. The purpose of the Electrical engineer role is to support APO electrical Engineering in their activities. **Key Accountabilities**

· Generate, review, and provide feedback on detailed design, construction planning, resources contracts etc... for the optimisation of electrical engineering activities

Generate all needed documentation within MOC procedure and work packs completion

Generate L4 planning and progress periodical reports and presentation

Manage selection and installation of Ex equipment for electrical discipline

· Ensure project deviation are captured and agreed within given budget and timeline

· Ensure coaching and onboarding of new engineers, contractors, or vendors on the electrical engineering projects. · Ensure that Remedial actions faced during project phases are captured and cleared in time

 Maintain the highest standards for electrical engineering and adherence to the company HSSE requirements. · Adopt improvedtechniques in the design and construction aspects in addition to providing cost-

effective solutions.

Required Educational Qualifications And Main Skills

· Electrical Engineering degree from recognised Engineering school Minimum 3 years electrical engineering experience in an oil/gas or petrochemical process plant

Experience in electrical engineering design is required Proven experience with special electrical software's like ETAP or SKM, CANECO, ACAD, etc.

 Proven practical knowledge on Electrical Technical Codes and Standards · Proven experience with multiple Interface discipline on management of change to support high

quality of deliverables

Proven Experience in project life cycle from concept development through to execution · Experience in electrical troubleshooting in an oil/gas or petrochemical process plant and problem

resolution is highly recommended Demonstrated experience with safety management systems and commitment to safety

· Fluency in English, both written and spoken Work Pattern

· Full time 5/2

Position: Process Control Domain Engineer- Ref: APO Ad. 03/2024

Location: Sfax The position Reports to the Lead Control & Automation Engineer. Interfaces with various Engineering Disciplines, Operations, Maintenance, IT, and Turnaround teams. The process control domain engineer is responsible for the design, implementation, and maintenance of the control systems that operate industrial processes

Key Accountabilities & responsibility Assist the Lead Control & Automation Engineer in fulfilling duties and accountabilities Collaborate with the team to develop and review critical ICS documents and procedures

Conduct routine maintenance activities for the Industrial Control Systems

 Ensure the reliability and integrity of ICS equipment and systems Manage allocated control & automation engineering projects in Hasdrubal and Miskar assets (onshore and offshore)

· Ensure project activities are completed safely, in compliance with design, on time, and within budget

· Coordinate with various stakeholders to meet project objectives Collaborate with Engineering Disciplines, Operations, and Maintenance teams for seamless

project execution Interface with IT and Turnaround teams to align ICS activities with broader organizational

objectives Ensuring the security of industrial control systems against cyber threats. This includes

implementing security measures such as firewalls, intrusion detection systems, and secure network architecture

Providing training to operators and maintenance personnel on how to use and maintain industrial

control systems safely and effectively

Required Educational Qualifications and Main Skills Engineering degree in Industrial IT/Network/Automation Engineering. or similar disciplines · Minimum 5 years of experience in Industrial Control Systems, preferably in oil/gas, power, or

petrochemical process industries Strong knowledge of industry standards related to the ICS domain

Experience in managing control & automation engineering projects
 Familiarity with ICS maintenance practices and procedures

Knowledge of safety regulations and compliance requirements

Excellent communication and interpersonal skills
 Fluency in English, French and Arabic Written and spoken

Detail-oriented with a focus on accuracy and precision

· Proactive and self-motivated individual capable of working independently Commitment to safety and compliance

Strong organizational skills to manage multiple projects simultaneously

Work Pattern

specifications

Position: QC Engineer - Ref: APO Ad. 04/2024 Location: Sfax The position reports to Lead Material and Corrosion Engineer and has interfaces with al the Engineering Disciplines in addition to interfaces with Turnaround and Operations. The purpose of the QC Engineer role is to deliver Quality Control support to APO Engineering and Operations requirements.

 Provide Quality Control support to Engineering Disciplines Management of Changes and review and validate the Management of Change (MOC) Engineering Work packs Review the selected certification and inspection criteria of purchase requisitions and ensure that they are meeting the engineering modification requirements and the project

· Prepare a non-conformance report and communicate the non-conformance details to the vendor to clear the corrective action and monitor and update the Non-Conformance

Report Log · Review the selected certification and inspection criteria of purchase requisitions and ensure that they are meeting the engineering modification requirements and the project specifications and resolve potential issues related to certification and inspection queries. Responsible to inspect and stamp all the received materials on site in accordance with

the order and verify that materials are correctly identified and that all certificates are available, and they are in compliance with the Purchase Order Ensure selecting materials of construction and review and approve welding process and methods to support the MOC and Repair Strategy according to Design Codes, Asset

Technical Specifications, and industry Standards

Establish Inspection and Test Plan (ITP) with critical hold/witness points developed and

implemented for engineering modifications.
Required Educational Qualifications And Main Skills

 Engineering Degree (in material or mechanical) Minimum 3 years' experience

· Qualifications and certifications to international standard in Quality Control, Materials

Selection, Corrosion, Coating and Welding.

Relevant experience of Quality Control in Oil & Gas Industry and with operations

· Fluency in English, French and Arabic. Written and spoken

· Required Skills in Quality Control Process, Materials Selection and Asset Technical Specifications

 Solid knowledge of integrity management methodologies. ·Ability to work in a team environment, strong communication skills, understand, and work within the dynamics of a multi-functional and multi-location environment.

 Strong team player with a proactive approach to the decision-making process. A high level of accuracy and solving problem ability.

Work Pattern Full time 5/2

Position: Mechanical Static Engineer - Ref: APO Ad. 05/2024

The position reports to the Lead Mechanical Engineer and the purpose is to manage the end-to-end of designing and implementing assigned mechanical static equipment projects/changes for all company sites including onshore and offshore processing facilities ensuring timely delivery, budget adherence, standards compliance, and safe execution **Key Accountabilities**

 The position has interfaces with the various Engineering Disciplines including the Integrity, C&I engineering, Process and General Work Disciplines in addition to the turnaround and Operations. Complete mechanical Failure investigation and analysis, identification of clear Root Causes

viable and cost-effective Recommendations. Design and manage implementation of the plant modifications as per APO standards

Responsible for planning and executing Mechanical Engineering activities based on approved scopes of work and work packs. Delivery of mechanical projects / Plants changes, in accordance with international codes and

Supervise site activities with regard to projects execution and implementation

Responsible for the contracting process (scope of work, contract value estimation, Invitation to Tender process, purchase order, etc.) for mechanical Engineering activities Support maintenance and production to deal with day-to-day activities associated with facilities

Maintain the highest standards of integrity, trust and adherence to the company HSSE

requirements Required Educational Qualifications And Main Skills

Degree in Mechanical Engineering from recognised Engineering school
 Minimum 3 years' experience in Mechanical engineering in an oil/gas or petrochemical process

plant preferably in brownfield. knowledge of mechanical static equipment international standards and Codes Practical experience in Design and analysis of static equipment software's.

Ability to make effective decisions and solves problems within his/her sphere of influence taking into account any information available.

Fluency in English language spoken and written.

Full time 5/2

Position: Planning Engineer- Ref: APO Ad. 06/2024

Location: Sfax The position reports to the lead INT. Planning Engineer. The purpose of the planning Engineer role is to manage an efficient and sustainable Integrated Activity Planning (IAPS) process across all APO functions and assets by ensuring collaboration between all stakeholders in the delivery of integrated plans to deliver optimum execution of activities in compliance with appropriate APÓ procedures and guidelines that serves APO business objectives Key Accountabilities

Work collaboratively with internal and central stakeholders, to review the current Integrated Planning process and identify changes that will improve functional activity planning.

Responsible for consolidation of the various Functional activities into a single plan for the asset that is feasible (do-able) and optimized to reflect business priorities and resource constraints in order to maximize uptime of production facilities and optimize the use of shared resources

Develop hierarchical and auditable tactical and operational Integrated asset plans for the short, mid and long time-horizons (8year, 3year, 90day plans and 6 week Integrated schedules Liaise with the Asset Leadership team for the regular review and update of the asset 8/3 year strategic plans - Ensure that all plans are realistic and fully challenged prior to management

Identify opportunities for improving forecasting, resource allocation and the execution of activities through improvements in integrated activity planning
Prepare and maintain the Asset IAP procedures in compliance with IAP Standards

Demonstrate the effectiveness of the IAP through KPIs and metrics, driving improvements in the performance of supporting systems and processes Required Educational Qualifications And Main Skills

Engineering diploma in Technical discipline from recognised Engineering school Minimum 3 years in similar positions preferably dealing with senior stakeholders

Primavera P6 Advanced Training Good knowledge and experience of Safety legislation, Legal requirements, and Operations Management Systems as applied to oil and gas producing assets both onshore and offshore A proven track record of leading multi-discipline teams to meet targets on time and within budget

Facilitation skills (at senior levels) Demonstrated experience in the oil & gas industry in Planning, Cost Management, Risk Management and Performance Management

Practical experience of planning and scheduling tools (Primavera, MS Project, , Excel) Work Pattern

Position: Electrical Technician - Ref: APO Ad. 07/2024

The purpose of the Electrical Technician role is to perform the day-to-day electrical maintenance (preventive & corrective work) in a safe and effective manner as per plan in accordance with the company's Health, Safety and Environmental policies towards an incident free operation. **Key Accountabilities**

To perform effective preventive maintenance and repair on all electrical equipment, in an efficient and safe manner, within company Facilities

Perform Ex equipment inspection (visual, closed and detailed). Perform equipment electrical isolation, within his level of authorisation, for maintenance jobs

Maintain the electrical network and electrical equipment in a safe and competent manner As a Performing Authority, directly implement and supervises Electrical activities under his

Ensure all the activities under his responsibility are carried out safely in full compliance with Company PTW and HSSE procedures.

Assist vendor in the maintenance of major equipment. Ensure a daily close out feedback in GWMS system on all maintenance activities as per the plan. Prepare spare parts required for the implementation of his activities and highlights any shortage

or discrepancy to his supervisor for remedial actions. Required Educational Qualifications And Main Skills

Baccalaureate completed + Successful minimum two years in the university with technical background (Senior technician diploma, ISET or Equivalent) with minimum 5 years experience in Oil and Gas operations OR

Baccalaureate completed with minimum 10 years' experience in Oil and Gas Thorough knowledge of Electrical equipment and power control system used in oil and gas

Adequate Electrical qualification on low and high voltage network. Computer skills (CMMS Maximo).

English language proficiency. Work Pattern

Full time 5/2 You may be required to undertake visits to offshore Platform and remote sites interventions from

time to time as required

Position: Production Technician - Ref: APO Ad. 08/2024 Location: Sfax The purpose of the Production Technician role is the safe, reliable and optimal operations of APO **Key Accountabilities** Ensure full operation of plant and equipment in line with APO operating procedures and in

compliance with APO Health, Safety, Security and Environmental policies. Record all operations related to a dedicated area and ensure a comprehensive handover of ongoing operations and equipment status.

Prepare and submit daily reports such as production reports, tracking registers, rate reduction reports... Ensure all work is performed under the Permit to work system.

Prepare / adhere to, risk assessments and Control of Substances Hazardous to Health (COSHH) assessments. Carry out reviews and preparation of procedures for routine and non-routine activities.

Perform Mechanical / Process isolation as required.

Provision of purging, performing and recording atmospheric tests. Participate in firefighting and rescue duties to respond to site emergencies

Deliver the shift plan and steer/targets safely and timely for their unit, in addition to keep unit operations safe.

Provide clear and concise information in shifts is conducted in accordance with Ensure Safe Production requirements for situational awareness, proper follow-up and work planning. Play the role of Helideck Landing Officer HLO & COXSWAIN as required. Required Educational Qualifications And Main Skills

Baccalaureate completed + Successful minimum two years in the university with technical background (Senior technician diploma, ISET or Equivalent) with minimum 5 years experience in Oil and Gas operations

Baccalaureate completed with minimum 10 years' experience in Oil and Gas

Distributed control system DCS experience preferred.

Knowledge on Fluid mechanics, thermodynamic, rotary machines, physic laws, chemical laws.

Good Computer skills.

Ability to communicate fluently in English, both written and spoken. Collaboration / Team working skills.

High ethical standards with integrity.

Work Pattern 12 hour shifts on rotational pattern of days, nights, and weekends for onshore. You may be required to undertake visits to offshore Platform and remote sites interventions from

time to time as required.

The successful candidate may from time to time be required to take on a non-shift job. Position: Lead HSE Officer - Ref: APO Ad 09/2024 The purpose of the Lead HSE Officer role is to lead the Health, Safety & Environment (HSE)

initiatives and provide field support to APO staff and contractors to ensure compliance with HSE

standards and procedures. Takes active role to embed strong HSE culture onsite, and influence frontline to help driving continuous improvement in safety performance towards the achievement

of Goal Zero. Advises on safety topics, conducts risk assessments, and enforces the safe system of work at all APO sites. **Key Accountabilities** Monitoring HSE performance onsite and influencing operations to address gaps,

Providing HSE support to operations and support functions to facilitate implementation of HSE Inspecting workplace environment and ensuring hazards awareness and risk mitigations are in

Coordinating and consulting with internal stakeholders regarding HSE issues in their respective areas and notifying him of near misses and unsafe acts/ conditions, Making recommendations for corrections, providing support for their implementation and following

up to ensure that unsafe acts/ conditions have been addressed, Observing compliance against lifesaving rules and intervening as necessary to address violations. Reporting and investigating violations to identify improvement actions,

Supporting safety observations and intervention process and developing statistics and Root Cause Analysis (RCA) to learn and ensure continual improvement Coordinating with and providing support to performing authorities to comply with the safe systems

of work requirements and other HSE standards
Reporting and investigating accidents/ Near miss and making recommendation to prevent

Completing PTW audits /reports and completing necessary RCA to address gaps, Participating in HSE audits and reviews as required Delivering HSE plan for turnarounds in coordination with internal and external stakeholders,

Ensuring frontline are informed about risk-based approach in the work place and the control measures necessary to reduce, to as low as reasonably practicable, the risks to personnel and HSE performance monitoring and engagement with frontline personnel and contractors to address HSE gaps.

Leading initiatives and making contributions / suggestions to improve HSE practices at APO operated facilities

Communicating HSE standards and expectations to workforce. Intervening to address noncompliances

Required Educational Qualifications And Main Skills

Engineering Degree
 Minimum of 5 years' experience in HSE preferably within Oil and Gas industry
 NEBOSH certified is a preference.

Work Pattern

 Full time 5/2 Position: IT Operations Head of Department - Ref: APO Ad. 10/2024

The purpose of the IT Operation Head of Department role is managing, maintaining, and supporting our organization's IT infrastructure from system administration, service, and security management to software and hardware deployment.

Key Accountabilities · Leading a team of IT professionals to ensure smooth operations to ensure availability of IT systems and business applications

Developing and implementing policies, procedures, and processes to improve IT operations and increase efficiency and productivity

Managing technology vendors and service providers to ensure that the organization's technology

Identifying and addressing issues related to the IT operation organization Control costs and identify IT operation budget requirement
 Define, monitor, and report IT operation KPIs including the assessment of system performance

and recommend improvements Evaluating and implementing new technologies and systems that improve IT infrastructure and

support the organization's business goals. Maintaining a strong understanding of the company's business needs and working closely with other departments to ensure that IT is aligned

Maintain and optimize local company IT infrastructure.

Implement and Comply with IT Infrastructure library processes Comply with Information security standards, best practices, and company policies

Developing and implementing disaster recovery plans Oversee data backup and system security operations (e.g. user authorization, firewalls)
Manage installations, upgrades and configurations of Hardware and software in the enterprise network including Server, Storage, Infrastructure applications, business application and databases

Providing technical support to employees and customers Maintain relationship with IT internal and external stakeholders Ensure data is handled, transferred or processed according to legal and company guidelines.

Required Educational Qualifications And Main Skills Engineering degree or master's degree in Computer science minimum 7 years of experience in IT operations management and preferably in oil and gas

Minimum 3 years' experience in supervisory role Experience with system installation, configuration and analysis, Thorough knowledge of networks and cloud solutions (O365)

Strong technical knowledge of IT infrastructure and systems, Experience with network and server Leadership and organizational skills, Problem-solving aptitude, Ability to work under pressure and

manage multiple projects simultaneously Strong communication and interpersonal skills, Good communication skills written and spoken Knowledge of industry standards and regulations, ISO27001 certification is a plus

Work Pattern

Position: Lead Contract and Procurement Officers-Ref: APO Ad. 11/2024 Location: Sfax The purpose of the Lead Contract and Procurement officer role is to Maintain leadership responsibilities for assigned category (or assigned contracts portfolio) and people performance management/ development. Would be required to act as an individual contributor and take on critical and complex matters, contracts for respective category

Key Accountabilities Develop competitive contracting & procurement strategies for assigned key spend categories which meets the Business Demand.

Consolidation of purchase methods/strategies to avoid repetition and ensure that purchases are

carried out in the most efficient and effective manner Provide strategy and be able to able to execute strategies successfully in accordance with APO **CP** Procedure

Manage the preparation, processing and compilation of requests for proposal (RFPs) and requests for quotations (RFQs) to invite suppliers to submit proposals and quotations in line with internal customer requirements and in line with supplier capabilities. Process Pre-Qualification and Selective Bidding procurement actions.

Conduct tenders, evaluate bids & drive negotiations with Suppliers in accordance with the company CP Procedure as an overall 'quidance'. Ensure delivery & effectively manage contracts while continuously driving value improvement

Post award handling of all contracts related issues like variations and supplier performance Identify, develop & implement supply chain improvement opportunities

dispatch in line with the CP HoD and CCP manager advise. Ensure regular reporting to the CP HOD and CCP Manager Required Educational Qualifications And Main Skills

Manage, dispatch ,follow-up work progress and support with the category team members to ensure that they are in carrying out their work activities , issues tracking and dashboards , work

 Minimum Bachelor's degree in Business, Economics, Finance, Supply Chain (CP) Commercial or Technical degrees (minimum diplôme de licence en affaires, économie, finance, approvisionnement, commerce ou diplôme universitaire dans les disciplines techniques)

Minimum 3 Years Experience in contract negotiations & complex tender evaluation is required Experience in oil and gas is preferred MCIPS (Chartered Institute of Procurement & Supply), SCMP Qualification or equivalent would

be preferred but not mandatory · SAP user

· Fluency in Written and Spoken English ability to manage teams

· Highly tuned commercial acumen and curiosity with demonstrated ability to develop and deliver value from complex deals.

Good understanding of strategic, technical, legal, finance, taxation and commercial issues.
 Strong and Proven Interpersonal, Influencing & Stakeholder Management Skills.
 Ability to cope with complexity & uncertainty and proven adaptability.

shipments and timely issuance of POs and payments to suppliers

Position: Expeditor- Ref: APO Ad. 12/2024 **Location: Tunis** The purpose of the Expeditor role Expeditor will be responsible for ensuring that business has the supplies and inventory it needs to meet target plans, by focussing heavily on inbound and outbound material activities. Duties include managing freight forwarders, communicating with suppliers and driving improvement in delivery of supplies, problem solving to reduce the impact of delayed

Collaborate with demand originators and CP colleagues to monitor inventory levels, assess supply vendors and ensure delivered supplies meet quality standards. Liaise with vendors, place orders, verify supplies, manage supply requisition, communicate with suppliers to determine expected delivery dates and inform contract holders of potential risk and

Support production schedules for ongoing projects, assign materials and crew members to reduce cost, boost productivity and prevent delays Embody TCO mindset and connect delivery of materials & equipment to production and reliability.

Ensure interdepartmental communication for improved coordinaation of operations.

Drive Post Award Contract Management with Freight Forwarders to reduce cost and delivery timelines, whilst showcasing passion for reduction in energy intensity Drive R3 principle: Right part, at the Right place, at the Right time.
 Required Educational Qualifications And Main Skills

Monitor delivery timelines, check work quality against company requirements and sepcifications,

Minimum Bachelor's degree (BAC+3) in Business, Economics, Finance, Supply Chain (Cp), Commercial and Technical

Understanding and proven demonstration of adherence of Tunisian customs requirements (i.e. Monitor aspects of processes such as purchasing, cost management and order changing, and

forward issues to management. Experience in Similar role is preferable

whilst ensuring compliance with Tunisian regulations.

 Fluency in Written and Spoken English Work Pattern

Full time 5/2

Key Accountabilities

Position: AP Processor Ref: APO Ad. 13/2024 Location: Tunis The purpose of the AP Processor role is to support the Finance in Business Department managing APO accounts and ensure their proper control.

Key Accountabilities Ensure invoice payment including distribution of the workload to ensure efficiency of the operation. Co-ordinates accounts payable data for input into cash flow forecast.

Ensures the correct AP procedures are followed resulting in the timely input and payment of all

Liaise with Tax authority for tax authorisation requests. Daily contacts with the bank to resolve issues or to get information. Maintenance and filing of the payment and bank folder and documents. Maintain proper tracking and monitoring of the company credit cards.

Liaise with vendors to resolve payment problems.

Process payments proposals run.
Prepare the payment report on a periodic basic. Track overdue payment and monitor vendor request for payment.

Ensures that APO policies are adhered to including signature authorities. Monitors alternation to bank accounts delegation signatories. Required Educational Qualifications and Main Skills Bachelor's degree in accounting, Finance or equivalent with minimum 4 years experience preferably in Oil &Gas Sector

Master's degree in Accounting, Finance or equivalent with minimum 2 years experience preferably in Oil &Gas Sector Good knowledge of the accounting international and Tunisian rules and standards

Good knowledge of the fiscal and bank regulation and practice Good knowledge of the bank payment tools

Good finance and accounting competencies
Accounting or financial professional certificate is appreciated (CFA...) Influencing skills (team, stakeholders) in order to achieve business objectives SAP Software experience is highly recommended

Software application Excel, PowerPoint, etc... Good analytical skills Work Pattern

• Full time 5/2