

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

Please send your application which **MUST** include a copy of your ID, cover letter and 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 **15th of September 2024**. The position you are applying for has to be clearly indicated by specifying the APO advertised Reference number in the subject line of the email.

Position: Cost Controller– Ref: APO Ad. 14/2024

Location: Tunis

The main duties of the Cost Controller role consist of:

- Planning, tracking and analysing project cost.
- Checking and approving invoices related to the execution of well activities in both Miskar and Hasdrubal Fields.

Key Accountabilities

- Contribute to AFEs' submission process, manage well costs and prepare forecasts, check and approve invoices.
- Control and monitor project total expenditure including verifying and checking of invoices and claims from suppliers, vendors and subcontractors to ensure that all project expenditures are captured and properly recorded.
- Actively cooperate with Well Engineers, Contracts & Procurement team and Cost Controllers to ensure Purchase Requisition process effectiveness.
- Create Purchase Requisition for services or/and goods for ongoing or future wells operations.
- Track all spend on the well engineering operations (Opex and Capex).
- Monitor and report monthly accruals for work performed.
- Evaluate the quotations received technically based on the project specifications and crosscheck with active contract.
- Organize regular cost review meetings with budget responsible to identify opportunities to improve budgetary control.
- Undertake continuous interactions Internally with Well engineering, Contracts & Procurement Team, Financial department and externally with Service Companies.
- Define and control all the well engineering contracts Terms & Conditions related to the cost and payment.
- Ensure effective management and control of well engineering contracts, including their durations and budgets. This involves actively engaging in the Contracts & Procurement process to optimize contracts' performance.
- Undertake any other ad-hoc duties as required.

Required Educational Qualifications and Main Skills

- Engineer diploma in technical field
- Minimum 2 years' experience in cost control
- Experience in well engineering operations would be an asset
- Good understanding of drilling & Well intervention operations
- Good accounting knowledge (Cost Allocations / Accruals etc.)
- Solid Microsoft Office Skills
- Excellent verbal and written communication skills in English.

Work Pattern

- Full time 5/2

Position: Well Engineer– Ref: APO Ad. 15/2024

Location: Tunis

The purpose of the Well Engineer role is to handle the activities related to offshore gas wells in addition to engineering consultation and investigation. The Well Engineer should have a background of monitoring the workover operations, completion design, flowback/testing operations, chemical treatments, logging and interventions, well stimulation and integrity assurance to perform remedial work for production enhancement.

Key Accountabilities

- Prepare safe, cost-efficient well intervention programs.
- Participate in the elaboration of jobs for lessons learned and operational improvements.
- Support tender processes and evaluations.
- Provides Well Operation Plans and prepares Well Programs
- Participate to the preparation of Approval for Expenditure (AFE) and performs cost control of operations
- Participates in risk assessment, forecasts, and plans medium and long-term needs to meet program requirements
- Prepares equipment lists and identifies long lead items
- Ensures proper communication within the project
- Performs engineering studies to solve recurring problems
- Prepares End-of-Well reports and contributes to knowledge management

Required Educational Qualifications and Main Skills

- Educational Level: Engineer Diploma
- Discipline Title: Mechanical or Drilling or Workover completion or Petroleum Engineering
- Minimum 4 Years of Experience in well services and team coordination.
- Familiar with wellhead and downhole completion design, optimization, and troubleshooting
- Good knowledge of industry regulations, safety practices and standards related to surface and downhole equipment selection
- Good knowledge of well integrity management system

Certificates

- IWCF L4 Well Intervention Pressure Control or IWCF L4 Drilling Well Control Surface BOP.

Work Pattern

- Full time 5/2
- Working from Tunis office
- Occasional work from plant or platform

Position: Lead Well Engineer– Ref: APO Ad. 16/2024**Location: Sfax**

The purpose of the Lead Well Engineer role is to provide required support for well intervention operations (wireline, Pumping, snubbing) including but not limited to well integrity maintenance operation, acid stimulation, coiled tubing cleanout, through tubing fishing and milling operations, wireline well and reservoir surveillance operations, well integrity survey and wellhead maintenance.

Key Accountabilities

- Develop safe, cost-efficient well intervention programs.
- Maintain clear communication with offshore supervisors and stakeholders.
- Assess and mitigate operational risks; implement contingencies.
- Review completed jobs for lessons learned, emphasizing safety and operational improvements.
- Provide feedback on contractor performance to department head.
- Support tender processes and evaluations.
- Manage integrity of company well stock, adhering to policies and keep well integrity status updated.
- Creates Approval for Expenditure (AFE) and performs cost control of operations.

Required Educational Qualifications and Main Skills

- Educational Level: Engineer Diploma
- Discipline Title: Mechanical or Drilling or Workover completion or Petroleum Engineering
- Minimum 8 Years of Experience in well operations
- Experience in team management is preferred
- Experience in HT gas well with a good understanding of acid stimulation, and workover operation
- Proven record in running all interventions operations: Well completion, Tubing movements, Coiled tubing, Wireline, slick line, Hydraulic fracturing/ injection, flow back and capable of issuing a complete detailed program for each type of operation
- Familiar with wellhead and downhole completion design, optimization, and troubleshooting
- Responsible for planning the well surveillance activities and for the review and validation when completed
- Extensive knowledge of industry regulations, safety practices and standards related to surface and downhole equipment selection

Certificates

- IWCF L4 Well Intervention Pressure Control or IWCF L4 Drilling Well Control Surface BOP.

Work Pattern

- Full time 5/2
- Working essentially from Sfaxplant Office and Partially from Tunis Office
- Occasional work platform

Position: Function Competency & Development Advisor – Ref: APO Ad. 17/2024**Location: Tunis**

Reporting to the HoD Talents & Development, the Function Competency & Development Advisor is responsible for identifying training and development needs through job analysis, appraisal schemes and regular consultation with function managers and support in Talent related tasks.

Key Accountabilities

- Design and expand training and development programs based on the needs of the organisation and the individual
- Support in Talent cycle from recruitment to competency development
- Consider the costs of planned programs respecting budgets
- Develop effective induction programs for new staff, apprentices and graduate trainees
- Coordinate, Monitor and review the progress of trainees through questionnaires and discussions with managers
- Design individual learning plans
- Produce training materials for in-house courses
- Manage the delivery of training and development programs
- Evaluate training and development programs
- Amend and revise programs as necessary in order to adapt to changes occurring in the work environment
- Help line managers and trainers solve specific training problems, either on a one-to-one basis or in groups
- Monitor budgets and monthly expenditure reports
- Support in preparing training and competency development related reports
- Work closely with and influence senior leaders and stakeholders.

Required Educational Qualifications and Main Skills

- Minimum bachelor's degree in HR, Management or equivalent (minimum diplome de licence en gestion RH, gestion ou equivalent)
- Minimum 2 years work experience in a similar position is required
- Good time-management skills
- Knowledge of various training and teaching methods
- Excellent organizational skills, problem solving and behavioural based approach with a learning mindset
- Proficiency in MS Office and database software
- Understanding of Learning Management Systems, recruitment related cycle, succession planning, talent development and organizational development models and strategies.
- Well-developed communication skills and the ability to persuade and influence to obtain optimal outcomes.

Work Pattern

- Full time 5/2