



TEFON HR SARL

A Family-Friendly Company With A Heart

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Certification



TEFON HUMAN RESOURCES Sarl

Vacancy announcement

Job Purpose/Summary

The D&C Material Man Advisor provides full support to the Senior Material Man. He is involved or responsible when delegated the authority for ensuring that the management of the inventory of equipment and materials used by drilling and completion department. He is also involved, and responsible when delegated the authority, for the organization of the shipments to or from the rig(s) of properly prepared and checked, equipment and materials belonging either to the company or to the service companies. He is finally responsible for delivering accurate reports related to stock level and stock consumption per well.

Main Mission/Result Area

PRIMARY ACCOUNTABILITIES

- Apply the provisions of the Quality Management System (QMS), particularly with respect to the storage Standards module.
- Discuss regularly with the Drilling Manager and Drilling Team forthcoming well operations and any impact they may have on spares usage.
- Cooperate actively with the Logistics Team.
- Initiate proper forecasting for the spares inventory with the Drilling department.
- Advise the Drilling Manager and Drilling team of any issues related to materials management which could merit their attention.
- Anticipate list of equipment to be transferred to the rig in due time to prevent any disruption in the progress of the well operations.
- Participate actively in Drilling Meetings (daily morning meeting, etc.).
- Organize with Drilling superintendent and/or Workover superintendent, the shipment of goods and materials to/from the rig(s).

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Capital : 1 50.000.000 CFA - NIU : M020500018172B - RC : RC/DLA/2005/B/158

- Organize and supervise third-party inspections of the lifting gears, casing and tubing before being sent offshore.
- Organize and supervise hook up of wellheads before being sent offshore.
- Ensure that the deck space of the boat is suitable according to planned shipments. Liaise with boat captain when necessary for loading of equipment and arrival/departure from AMT quay according to tide tables.
- Arrange for accurate Materials Transfers (MTs) for movement of materials to and from the rig.
- Coordinates with service contractors' arrival and departure of equipment from the AMT quay and the rig.
- Participate in performing routine checks and inspections to ensure the highest safety and quality standards are being maintained especially for equipment and materials delivered by service contractors prior to transfer to the boat at AMT quay.
- Produce inventory and financial reports of stock consumption per well.
- Manage the receipt, storage, usage, return and replenish supply of consumables and capital items on warehouse and yard.
- Keep records of materials movements and inventory levels, issues and produce reports to the warehouse team in a format which meets requirements for reporting purposes.
- Produce timely reports on the inventory and usage of materials.
- Issue purchase orders in Proactis systems.
- Monitor progress reports of outstanding request.
- Conduct periodic reviews of stock levels and make recommendations for changes.
- Carry out bi-annual audits of stocks and produce reports to the Drilling Manager making recommendations on changes to inventory levels, re-ordering quantities etc.
- Ensure the storage and handling of any hazardous materials in accordance with Company policy, manufacturers recommendations and local legislations.
- Ensure that all items in inventory are properly stored, those, such as consumables or rubbers which require dark and/or air-conditioned storage, and hazardous goods such as chemicals which require separate storage.
- Ensure proper maintenance and storage for long storage periods (casing, tubing, etc.).
- Monitor the maximum safe storage periods for any items which have prescribed shelf-life limits.
- Carry out receiving function for equipment deliveries and unpack and take into inventory.

- Arrange for local purchases where they are feasible.
- Contribute to the execution and delivery of any activities as and when required to ensure the continuity of work in the absence of other colleagues.
- Liaise with custom teams for customs related issues.
- Performs periodic reviews of contractor/supplier performance and accountability (quality of personnel, service, etc.).
- Coordinates and reconciles inventory counts, inventory reporting, and dashboard creation.
- Monitors and controls all inventory to ensure accuracy, and no mate

HSSE Accountabilities

- Conduct all materials management activities safely and in accordance with the Warehouse and HSE policies.
- Take care of health, safety, and environmental impact both personally, and for others who may be affected in the workplace.
- Carry out all duties in the safest possible manner and ensure that personal protective equipment (PPE) is used correctly.
- Participate actively in meeting the Drilling Department HSE KPI and HSE targets

The incumbent may perform other related duties as assigned

Key Challenges

- Understanding of timing for upcoming well operations.
- Organization of material transfers versus boat schedules.
- Promote the HSE and Quality culture in the Addax entity and on all rig sites.
- Be prepared to communicate to diverse ethnic and language groups

Competence & Requirements

- B.Sc. in HSSE or any related qualification.
- An HSSE Certification will provide an edge.
- 5 years ' experience in the oil & gas sector.
- Offshore experience and particularly for well operations.

- Bilingual: Fluency in English and French (oral and written).
- Ability to operate in a multi-cultural environment.
- Good knowledge of standards for materials, equipment and tools necessary for well operations.
- Excellent understanding of inventory management practices.
- Proficient with Excel database.
- Ability to gather, analyse, and interpret data.
- Numerical competence.
- Strong organizational and analytical skills
- Self-motivated and able to work without close supervision.
- Ability to identify and convey hazards, warnings, and alarms to appropriate personnel.
- Good communication skills.
- Teamwork.
- Result focused.
- Ability to multitask, meet deadlines, work in a fast-paced environment, reason logically, and make sound decisions.
- Highly organized with excellent attention to detail.
- Multi-lingual abilities French-English.
- Time management skills.
- Eagle-eye for details

All interested candidates should submit a CV and cover letter

to: tefonhr@tefonservices.com / www.tefonservices.com

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Certified Risk Manager