

VACANCY ANNOUNCEMENT



POSITION DETAILS

Title: Instrumentation Supervisor
Location: Sumgayit

JOB DUTIES

- Accountable for all Safety rules and regulations are followed in areas of responsibility
- Accountable for effective planning and implementation of maintenance activities
- Supervise the Instrument maintenance team activities
- Reviews the technical documents and reports prepared by his personnel
- Estimate the spares required for smooth execution of the Instrument Maintenance section tasks
- Participate in shutdown planning and execution
- Participate in investigation of failures of equipment, provide all necessary support to engineering department
- Prepare regular activity reports
- Accountable for training, development and coaching own personnel
- Overseeing and evaluating the work of the subordinates
- Conducting necessary training activities
- Manage, coach, develop and motivate direct reporting staff
- Co-ordinate and manage in-house contractors and vendors to ensure work is completed as scheduled with high quality standard and precision
- Review and monitor spare parts stock level for the plant
- Perform other maintenance-related tasks and when assigned by superior
- Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees
- Evaluates and verifies employee performance through the review of completed work assignments and work techniques
- Ensures proper labor relations and conditions of employment are maintained

REQUIREMENTS

Functional

- Knowledge and experience in performance management
- Knowledge in HSE and be able to drive it within the area of responsibility
- Developed knowledge of risk management and safety requirements
- Ability to coordinate work with other internal departments
- Knowledge of methods, procedures, and practice of instrumentation and control systems; methods, materials, tools, equipment and practices used in the design, installation, testing, calibration, maintenance, and repair of process control
- Knowledge of P&ID diagrams, ladder logic diagrams, flow chart for trip, plant Inst. location drawing, wiring diagram, cable schedules, loop drawing
- Ability to coordinate work with other internal departments
- Good knowledge about practical application of Instrumentation engineering concepts
- Ability to instruct and supervise employees
- Ability to work in extreme heat and physical work required conditions at site
- Ability to work on shift based work schedule
- Working conditions are normal for a manufacturing environment. Work involves lifting of materials and product up to 25 kg. Machinery operation requires the use of safety equipment to include but not limited to; eye safety glasses, hearing protectors, work boots, and hardhats

Behavioral

- Must have strong interpersonal and organizational skills
- Ability to lead and motivate a team of subordinates
- Ability to effectively manage time and coordinate work functions with coworkers
- Ability to work as part of a team

Education and experience

- Minimum experience in supervisor role is 3 years in Instrumentation Discipline
- Diploma in technical field (University or Vocational school)
- Languages: Azerbaijani and Intermediate level of English is must
- Should have excellent written and verbal communication skills

APPLICATION PROCEDURE

Interested candidates should submit CV's to hr@socarpolymer.az / yabdullayeva@socarpolymer.az and indicate the position applying for in the Subject line.

The below vacancy is addressed to **nationals of Azerbaijan or with permanent residency in Azerbaijan**. All eligible applications for the advertised post will be assessed and given equal opportunities.

Application closing date: **January 21, 2018**