SERVICE DESCRIPTION

JOB TITLE:
Process Engineer

POSITION IN THE ORGANIZATION
Reports to: Operations Lead

JOB TYPE:
Contract

LOCATION:
London – United Kingdom

WHO WE ARE:
The East African Crude Oil Pipeline (EACOP) project is a Midstream development located across Uganda and Tanzania that includes a nearshore Marine Storage and Export Terminal (MST). Once completed, the EACOP Company will operate the East African Crude Oil Pipeline, a 1,443 km long, electrically heated crude oil export pipeline that transports oil from Kabaale - Hoima in Uganda, to the Chongoleani Peninsula near Tanga Port in Tanzania for crude export to the international markets.

JOB DIMENSIONS/ GENERAL JOB DESCRIPTION
The main task is the development of Operating Manuals for the operational phase of the asset. The operating manual will provide the Operations team with a comprehensive understanding and reference material to operate and start up the pipeline and facilities safely and efficiently. The manuals may also be used as a support for training for the operations team. The scope of Operating Manuals is categorized into Books • Book 1 - Facilities Description • Book 2 – Operating Procedures • Book 3 – Drawings • Book 4 - Start-Up Procedures • Operating Manual Interactive Version

DUTIES & RESPONSIBILITIES

• Develop template for the operating manual and procedures
• Develop a full listing of all relevant Engineering documents and drawings required to prepare the operating manuals.
• Develop the numbering to be assigned to each operating manual document in line with EACOP procedure
• Collate documents relevant to developing the overall simplified Process Flow Diagrams
• Collate documents relevant to developing the site layout diagrams
• Collate documents relevant to describing the environmental conditions on site
• Write the Facilities Description (Book 1)
• The expected level of detail in Book 1 include:
    o   The process principles s explained in detail
    o   The fluid circulation description, for the process / utility
    o   The control systems shall be fully described, including control system for vendor packages
    o   The Utility systems for main machinery
    o   The shut down logic of the main equipment on different sites

- Write the Operating Procedures (Book 2)
- The expected level of detail in Book 2 include:
    - Description of normal operating state
    - Description of normal shutdown procedure
    - Description of start-up procedure from normal shutdown state
    - Description of safety shutdown
    - Description of start-up procedure from safety shutdown state
- Develop required drawings (Book 3).
- Write the initial start-up procedures (Book 4).
- The expected level of detail in Book 4 include:
    - The procedures related to the first start-up of the facilities
    - Description of normal shutdown procedure
- The chapters of the books to cover all EACOP sites, including solar farm and associated facilities

HEALTH, SAFETY & ENVIRONMENTAL RESPONSIBILITIES:

EACOP is committed to ensuring that the health, safety and welfare of workers, communities, and the environment are well addressed and managed. Therefore, the employee is mandated to:
- Fully comply with Company H3SE (Health, Safety, Social, Security & Environment) policies and Life Saving Rules.
- Actively participate in HSEQ and promote this culture to co-workers.
- Remain vigilant and maintain continuous awareness of potential unsafe conditions.
- Communicate to management any HSE related concerns and ways to improve them.
- Maintain a workplace & workspace that is safe, clean, and always neat – practice good housekeeping.

QUALIFICATIONS / EXPERIENCE REQUIRED:

Academic Qualifications:
- Chemistry degree or Chemical Engineering degree or Petroleum Engineering degree
- Master's Degree is a plus.

Experience Required:
- 5 years' experience in Oil & Gas or Energy industry.
- Previous experience in developing operating manuals.
- Excellent technical writing skills
- English proficiency is mandatory
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ACKNOWLEDGEMENT/ DECLARATION:

I _____ have received a copy of my job description, read, and understood all my job duties and responsibilities.

_____   _____

Employee's Signature   Date

_____   _____

Manager's Name and Signature   Date