



DanaEnergy

Senior Drilling Engineer

October 2020

1. Responsibilities and Duties

- Prepare drilling program and performing all aspects of drilling engineering works for the successful, cost effective and safe implementation of drilling activities.
- Communicate and interface with relevant internal and external parties to ensure that the drilling operation is carried-out out as per approved plan.
- Direct and supervise the on-site work of the drilling contractor and service companies through consultation with Drilling Operations Manager.
- Understand every HSE procedure and rules related with drilling activities and assist to promote the implementation in view of compliance and effectiveness in the drilling activities.
- Plan, coordinate and perform on-site rig inspections, acceptance test on contracted drilling rigs and third-party equipment, materials and supplies.
- Prepare the drilling budget needed for the operation and monitor actual drilling cost.
- Review day-to-day operation and entire drilling campaign and evaluate the procedure and technical approach for future reference. Highlight and update all issues pertaining to the operation to Drilling Engineering Manager.
- Closely monitor inventory levels and coordinating field materials requirements with Drilling Material
- Prepare the technical specifications for drilling equipment and services required for field development in consultation with department concerned.
- Prepare and provide the basic requirements for the scope of works and technical specifications for tender packages to be in line with project requirements and meet the minimum cost concept and HSE requirements.
- Prepare Tender Plan and Invitation of Bid Document, conduct Technical and Commercial evaluations, and prepare Award Recommendation.
- Summarize progress of project, highlight milestone achieved or Key Performance Indicator (KPI) and forward planning and timing. Review project schedule including hold points and milestone.
- Prepare End of Well report.

2. Job Specifications

Education:

- BS/MS in Petroleum Engineering required, preferably Drilling.

Experience:

- At least 12 years of experience in offshore and onshore activities and various engineering work including at least years of supervisory experience in drilling operations.

Knowledge & Skills:

- Familiar with national oil company and partners established Policies, Guidelines, and Procedure on drilling matter.
- Knowledge on well completion work would be an advantage.
- Proficient in using Landmark's software, Microsoft Office, Word, Excel and PowerPoint.
- Strong written and spoken communication skills in English and able to work with all level of staff

Behavioral qualities:

- Team working and communication competencies
- Time Management
- Having a Committed, Integrated and Knowledgeable approach in the work place (Dana Energy core competencies)

Ideal Age: 32 – 45

Employment type: Full Time

Work Location: Tehran