

About our client:

Our client is engaged in contracting activities in Qatar since 1975 and remains Qatar's largest Industrial Contractor & specializes in Supply and Turnkey services for Industrial Insulation (Hot, Cold, Cryogenic & Acoustic), Painting and Blasting, Refractories (Brick, Castable and Ceramic fibre), Fireproofing and Scaffolding services.

Job Purpose:

Coordinate all Permit to Work (PTW) activities to ensure the safe, timely and efficient preparation and execution of all related work activities within the Asset in accordance with the relevant QG and RLIC procedures.

Key Job Accountabilities:

1. Act as single point of contact for all PTW activities and be the primary interface between Operations and the Performing Party (PP), providing up-front advice and support to users of the PTW-process and system and ensure necessary logistics for PTW/ePTW.
2. Liaise with the performing parties at the planning phase to complete the Permit Review/Screening to ensure appropriate level of risk assessment is performed. Identify activities that conflict with other work and that such hazards are identified and that steps are being undertaken to analyse and implement mitigations.
3. Lead daily permit to work coordination meeting, update and circulate list of next day's/week's planned work activities with relative order and priority. Keep up-to-date daily register of PTW's, supplementary certificates, audits and performance statistics.
4. Brief Area Shift Supervisor on next day's permits for authorization ensuring no conflicts with any relevant (new) Standing Instructions or operational situations.
5. Perform spot-checks on the correct execution of permitted work activities in compliance with PTW procedure and other company procedures. Coordinate and conduct routine PTW audits and assume role as focal point for PTW audits.
6. Track and advise line management for overdue or expired permits, certificates, forms and maintain records and hard copies of all PTW documentation as per document retention policy
7. Identify ways to improve PTW process and system regarding safety, effectiveness & efficiency and propose improvements to Line management.
8. Develop necessary PTW reports and statistics including PTW non-compliances as necessary at regular frequency.
9. Participate in PTW audits and incident and near miss investigations that are associated with Permit to Work process when nominated by Line management.

Qualifications

- Degree or Diploma in any discipline, preferably mechanical or civil. Candidate with ITI with good communication and attitude can also consider
- Should be able to read and write English

Experience

- Candidate should have 2 + Years Exp in Oil & gas. Indian Exp also Ok
- If he has a Permit to work Card – Added Advantage

Queries	Response
Category or Trade	PTW Coordinator's
No. of Demand	100 Numbers
Min. Required Experience (India or Gulf/ International - please clarify)	2 Years - Minimum in Oil & gas. Indian Exp also Ok
Required Min. Qualification	Degree / Diploma / ITI (Mechanical/Civil)
Age Limit	25-35 Years
Duty Hours	8 HOURS
Over Time	YES
Working Days	6 DAYS/WEEK Friday may not be weekly of at all time. Once shift work starts then one day in the week shall be weekly off day and Friday working shall be considering normal work without OT
Basic Salary	1000 QAR - WITHOUT PASSING PTW TEST 1200 QAR - AFTER PASSING PTW TEST
Food provided by the employer (Y/N)	PROVIDED
Accommodation (Y/N)	PROVIDED
Transportation (Y/N)	PROVIDED
Medical	PROVIDED
Contract Period (2 Years or 3 Years)	09 Months Minimum - 02 Years
Job Location	DOHA / QATAR
ECR passport accepted or not	YES
Emigrate Registration	YES
Leave Benefits	2 YEARS
Interview Type (Online or Offline)	ONLINE
How long it will take to get visa after selection	20 Days. Candidates will be taken on a 09 Months Multiple Entry Visa
Normal medical or GMACA medical is required for visa processing	GAMCA + ECG + DIABETES
Joining Air ticket will be provided by employer	PROVIDED
Job Description	<ul style="list-style-type: none"> • Diploma in Mechanical / Engineering background. This is for mechanical tank jobs. • All candidates should speak English well • If he has a Permit to work Card – Added Advantage • Coordinate all Permit to Work (PTW) activities to ensure the safe, timely and efficient preparation and execution of all related work activities within the Asset in accordance with the relevant QG and RLIC procedures.

Employer Incidental Costs (to be paid by Employer on actuals)	
Visa + Offer Letter + Employment Labour Contract	Provided
Joining Flight Ticket	Provided
Reception & Transportation on Arrival at Qatar	Provided
Medical Test in Qatar	Provided
Health Insurance	Provided