

JOB DESCRIPTION

1. JOB DETAILS:

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|-----------------|-------------------------------------|
| Company: | Dana Energy |
| Location: | Headquarters / Geophysical Services |
| Department: | Planning |
| Position Title: | Cost Control Specialist |
| Grade: | 11 |
| Reports to: | Head of Cost Control |
| Job Type: | Full Time |

2. JOB PURPOSE:

The Project cost control specialist would lead project budgeting and cost control efforts for all project phases.

3. JOB DIMENSIONS:

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|-----------------------------|-------------------|-----|
| Number of Staff Supervised: | Direct Reports: | ▪ 0 |
| | Indirect Reports: | ▪ 0 |
| | Total Reports: | ▪ 0 |
| Financial Accountabilities: | | ▪ |

4. KEY ACCOUNTABILITIES:

- Develop projects operational budget.
- Collecting and compiling data from project team members.
- Develop cost breakdown structure and prepare diagrams, graphs and charts to analyse project problems.
- Support senior staff and ensure satisfaction of project milestones and customer requirements.
- Monitor project financial performance to achieve maximum effectiveness for international and domestic projects.

- Assisting financial department in project cash-flow development.
- Closely working with various stakeholders to identify potential changes in scope and quantify the impact of each change.
- Update the project databases on monthly basis
- Prepare periodic invoices for projects
- Check subcontractor's invoices
- Cooperation with marketing department for estimating costs based on projects historical data.
- Cooperation with contract and legal department for preparing project claims.
- Follow all safety and environmental requirements in the performance of duties

5. QUALIFICATIONS, EXPERIENCE, & SKILLS:

- Petroleum or industrial Engineering from a recognised university.
- Minimum of 2-3 years of experience in related field
- Oil and gas seismic projects experience is an advantage
- Primavera / MSP knowledge preferred
- Being familiar with PMBOK
- Proficiency in Microsoft Excel
- Good understanding of earned value project management concept (EVPM)
- Strong stakeholder management and communication skills
- Fluency in English is required
- Possession of superior communication and decision-making skills
- Ability to build and maintain effective and professional relationships and work in a team environment

Statements in this Description are intended to reflect, in general, the duties and responsibilities of the position, but are not to be interpreted as totally inclusive.

6. Approvals:

Line Manager (Dept. Manager / Function Head):

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|--|-----------|--|------|
| | | | |
| | Signature | | Date |

Group Human Resources Director:

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| | | | | |
| Signature | | | Date | |