



CHIEF ENGINEER (CIVIL) - GRADE KPC 4 – Job Ref No. KPC/ADVT/13/2023 (1post)

a) Job Specifications

- i. Ensure the smooth running of all civil engineering activities through coordinating and directing the activities of staff as well as external suppliers/contractors.
- ii. Ensure professional civil engineering input in the design of upcoming projects and modifications to existing facilities.
- iii. Ensure that inspection of all buildings in KPC, tank farms, and the right of way for preventive maintenance is well scheduled, carried out and documented.
- iv. Ensure timely maintenance and repairs on all buildings, tank farms, roads and other KPC civil infrastructure including right of way to ensure that downtime is minimized.
- v. Respond and attend to all emergencies, in accordance with the laid down KPC emergency procedures.
- vi. Prepare an annual operating and maintenance budget for civil activities in the section for management approval.
- vii. Preparation of procurement Documents for works and services.
- viii. Attend to issues related to civil works on KPC premises.
- ix. Ensure safety is maintained while undertaking all civil works.
- x. Provide leadership to multidisciplinary teams to enable them develop and implement strategic corporate plans and budgets aimed at improving performance standards and organizational effectiveness.
- xi. Develop and implement strategies for creating a high performing organizational culture and ensure that programme activities are undertaken on sound management principles and practices.
- xii. Initiate and participate in organizational performance reviews and business process improvement programmes as well as undertake special investigations aimed at improving organizational effectiveness.
- xiii. Participate in the recruitment and selection of staff in order to ensure that the candidates selected have the required job competencies and are provided with orientation and induction programme necessary for effective job performance.
- xiv. Review incidents of violations against organizational policy and regulations as well as handle employee disputes and take appropriate action in line with approved policies, procedures and regulations.
- xv. Conduct training needs assessment, design and implement training programmes aimed at equipping staff with appropriate job competencies in order to improve the design and delivery of high-quality services.
- xvi. Plan, monitor and evaluate the performance of staff against set targets and objectives and implementing development action plans aimed at building the capacity of individuals and multi-disciplinary teams.
- xvii. Perform any other duties relevant to the function.

b) Person Specification

- i. Bachelor of Science in Civil Engineering or recognized equivalent.
- ii. Minimum eight (8) years relevant experience three (3) of which should have been at Senior management level.
- iii. Proficiency in Computer applications.
- iv. Registered and licensed with EBK as a professional Engineer.
- v. Corporate membership to IEK.
- vi. Demonstrated competence in work performance and results.

c) Key Skills and Competencies

- i. Comprehensive knowledge and understanding of engineering aspects in Oil/gas Industry including broad knowledge of local and international standards.
- ii. Strong well-developed communication and interpersonal skills including ability to prepare relevant reports.
- iii. Flexibility and responsiveness in handling and determining electrical engineering issues, sound analytical skills and the ability to identify with precision the critical factors of a problem in an impartial and objective way.
- iv. Ability to maintain professional status and keep abreast of evolving trends.
- v. Demonstrate technical expertise in risk management, quality assurance as well as monitoring and evaluation.
- vi. Ability to deliver KPC's articulated vision for change.
- vii. Ability to establish flexible multidisciplinary teams.
- viii. Ability to empower staff through coaching, mentoring and counselling.
- ix. Ability to handle an emergency response situation and team as well as handling safety oversight roles.