

S/N	6
Job Title	Planner
Role	Plan and schedule for the CONTRACT work scope multi-discipline maintenance activities including required resources so as to ensure the planned activities are aligned with the COMPANY overall plan.
Qualification	Degree or HND in relative discipline or its equivalent.
Experience	More than 4 years' experience in planning discipline in the petrochemical/ oil and gas or power generation industry.
Job Skills	a. English language read, write and speaking to IELTS level 4. b. Able to work with computers, word, excel, and windows. c. Aware of different pipe, gaskets and bolting materials (PEFS and piping class). d. Familiar with the different welding techniques and its quality requirements. e. Able to work with Primavera P6 or latest version and Microsoft Project planning software package. f. Experienced with resource loading and scheduling to produce progress status reports.
Personality	a. Good interpersonal and communication skills. b. Demonstrable planning skills and problem solving skills.
Principal Responsibilities	a. Support out-put based maintenance scope in the CONTRACT. b. Select and request for the proper materials and equipment for larger WORK'S. c. Develop applicable look-ahead work plan for all the WORK for CONTRACTOR. d. Develop and submit look ahead plan in weekly basis in order to ensure integration with COMPANY look ahead plans. e. Plan associated activities for all Work Orders/requests well in advance including but not limited to plan and schedule COMPANY complex multi-discipline maintenance activities including work scope and required resources, so as to ensure the follow-up for Work Order closure while ensuring adherence to standard procedures.