

S/N	79
Job Title	Planner (Mechanical/Electrical/Instrument)
Experience	Minimum 3-4 Years' Experience in Oil & Gas Field with similar experience
Qualification	Minimum Qualifications for this position is Technical Diploma in Engineering or similar
Principal Responsibilities	a. To review and confirm the task list activities and plan as per description of work order which can be executed as turnaround activities with timely effective by determine required resources, duration and required material quantity. Monitor and report the progress for all TA activities in all phases. b. To check and confirm detail turnaround work list (work order) to ensure completeness of tasks and activities. c. To perform field job scope verification to determine necessary materials, resources and crafts needed to complete the Turnaround Maintenance activities. d. To conform and arrange the task list with required resources and duration with timely effective and availability. e. To conform and ensure the material requirement according with verified task activities requirement and work order. f. Maintain and update with log for any information or changing related with turnaround work list. g. To prepare and maintain work permit for all related turnaround activities as per work order. h. Issued work permit for related work order which is ready for execution in daily basis. i. To monitor and update job progress status based on actual site check and giving input to scheduler for any update progress activities in daily basis. j. To assist material coordinator to check material utilization quantity for related work order. k. To confirm the remaining activities which can be done during turnaround execution and follow up site progress as per target schedule. l. To check and confirm the remaining task list activities which can be done after turnaround execution and follow up site progress as per target schedule. m. To assist material coordinator to check material return quantity for related work order which is not used during execution and check the actual physical condition. n. To prepare the material return hand over with correct quantity and specification as per work order.