



JOB TITLE	Project Director
LOCATION	Guyana
EMPLOYMENT	Permanent

DESCRIPTION OF FUNCTION

The Project Director will be responsible for leading, managing, and delivering. This role ensures the smooth execution of all project phases, from planning and design to execution and completion, maintaining adherence to quality standards, timelines, and budgetary constraints.

Key responsibilities include stakeholder management, contract oversight, safety, compliance with environmental and regulatory requirements, and coordination across multiple teams and locations.

JOB RESPONSIBILITIES & DUTIES

- Project Planning & Execution:**
 - Oversee project lifecycle, including scope definition, planning, design, execution, monitoring, and closure.
 - Ensure that project milestones and objectives are achieved within budget and on time.
 - Develop and maintain project schedules, resource plans, and budgets.
- Team Leadership & Collaboration:**
 - Lead cross-functional teams, including engineering, logistics, procurement, and HSE (Health, Safety, and Environment).
 - Foster a culture of collaboration, safety, and high performance among project teams.
 - Liaise with international and local contractors and suppliers to ensure smooth operations.
- Risk Management & Compliance:**
 - Identify and mitigate project risks, including financial, operational, and safety risks.
 - Ensure compliance with client standards, regulatory requirements, and industry best practices.
 - Develop and implement safety protocols, emergency response plans, and environmental protection measures.
- Client & Stakeholder Communication:**
 - Maintain communication with senior leadership, contractors, and other key stakeholders.
 - Prepare regular project status reports, ensuring transparency and alignment with company objectives.
- Financial Oversight & Resource Management:**
 - Manage project budgets, cost tracking, and financial reporting.
 - Optimize resource allocation and utilization, ensuring cost-effectiveness and efficiency.
- Contract Management:**
 - Oversee contract negotiations, terms, and adherence to contractual obligations.
 - Monitor vendor performance and manage contract compliance.

CAPABILITY PROFILE; KNOWLEDGE, SKILLS AND EXPERIENCE

Project Management Expertise:

- Extensive experience in project management, preferably in the oil and gas industry or a related field (minimum 10 years).
- PMP, PRINCE2, or other project management certification is highly desirable.

Leadership & Team Building:

- Strong leadership skills, with a proven ability to manage large, diverse teams and drive results.
- Experience in leading offshore and shore base projects is a plus.

Risk & Safety Management:

- Knowledge of HSE practices and risk management frameworks relevant to offshore oil and gas operations.
- Ability to implement safety protocols and foster a safety-first culture.

Stakeholder Management:

- Excellent communication skills for dealing with senior management, clients, contractors, and stakeholders.
- Strong negotiation skills for contract management.

Technical Expertise:

- Understanding of logistics, marine operations, shore base management, and construction processes.
- Experience with major oil and gas firms, is a plus.

Financial Acumen:

- Strong ability to manage budgets, forecast project costs, and control expenditures.
- Ability to track financial performance and ensure profitability.

Problem-Solving Skills:

- Analytical mindset with the ability to handle unexpected project challenges and adapt to changing conditions.
- Excellent decision-making abilities under pressure.

Cultural Awareness & Adaptability:

- Experience working in foreign or remote locations, with the ability to navigate cross-cultural environments.
- Flexibility to work in challenging and dynamic international environments.