

TEFON HUMAN RESOURCES Sarl Vacancy announcement

Job Purpose/Summary

The High-Risk Activities (HRA) Onsite Advisor overlooks all high-risk works having an actual or potential risk level severity as defined in the SIPS RAM Matrik and falling in the 5A, 5B, 4B, 4C, and red zones. She/He monitors and documents any activities that need permit to work (PTW), as well as all non-routine operations in the offshore onsite field to drive efficiently the two high risks program.

Main Mission/Result Area

- Implement PTW system including complementary documentation (SWO/JHA, Method Statements...) and other control measures of HRA according to the HRA safety supervision plans/measures and the company requirements.
- Overlook non-routine activities like confined space work (tank cleaning, sediment cleaning operation), block cleaning and plugging operations, radiation, SIMOPS, etc.
- Monitor high risk activities such as hot work, work at height, lifting and hoisting, blind plate removal or installation operation, temporary electrical operations, evacuation work as application.
- Organize the identification and assessment of operational new risks and original operational risks arising from change in HRAs, propose new risk control measures, and eliminate the potential safety hazards in process operations.
- Carry out the whole process and all-round supervision for HRAs, including the personnel and facilities compliance, the organization of activities, the potential risks investigation, the implementation of HRA plan and control measures, the plant/process safety handover, the implementation of job safety analysis, PTW, management of change, etc.
- Promptly correct the on-site operations deficiencies against rules and report factual observations/findings of daily events to enable informed management decision making.

- Conduct Company on-site supervision for HRAs, fill in the company on-site operation supervised daily reporting, the daily report shall mainly recode the daily key activities, the findings/hidden hazards and corrective measure.
- Supervise & implement the video monitoring requirements for the whole HRA process wherever possible, ensure the video monitoring covers the critical steps and process in HRAs.

The incumbent may perform other related duties as assigned

Key Challenges

- Strength the supervision of High-Risk Activities (HRA)
- Regulate the onsite operations supervision management.
- Improve the quality of supervision and enhance the effect of HSE risks control of Company onsite operations.
- Prevent any operation against rules and incident occurrence.

Competence & Requirements

- B. Sc. In Engineering (e.g Mechanical/ chemical Engineering or Industrial Eng. etc)
- Certified HSSE Professional and Post-graduation qualification will be an added advantage.
- At least 5 years in E&P industry; or oil and gas operations on/offshore and a demonstrable experience with HSSE Management System.
- Conversant with national and international HSSE legislation and regulations.
- Ability to work independently, to work under pressure, to lead change and take initiatives.
- Team player and ability to work through with others. Be customer focused.
- Powers of persuasion, essential for interfacing with the team onsite.
- Possess effective communication and interpersonal skills to interact across levels throughout the company and the various external parties, and trainer capacity to transmit knowledge in a simple but efficient manner.

- Computer literate (words, excel, power point, internet, etc) ability to use and/or learn any HSSE information management software.
- Bilingual (fluent in both oral and written English and French
- Ability to operate in a multi-cultural environment.
- Good coordination skills, a broad knowledge and understanding of the oil and gas production exploration risks

All interested candidates should submit a CV and cover letter in a PDF format to: tefonhr@tefonservices.com / www.tefonservices.com latest 18th September 2025


Chick Edmond
Human Ressources / Operations Director
Certified Risk Manager

