Batch No: 676/TOTAL/17/11/LDN

JOB SPECIFICATION

1.0. Introduction

Total Oil and Gas Company has the mandate to procure international technical and expertise labour to complement local and international personnel in various fields of specialization in relation to the company's functional areas. Total Oil and Gas have been finding and producing oil and gas around the world for over a century. Today, we have interests in exploration and production ventures in more than 39 countries and employ approximately 19,000 staff (not including contractors).

This is a technically challenging work environment characterized by a continuing need for research, the pursuit of new technology, and the adoption of new ways of working. It demands people who will thrive in a culture that encourages and rewards innovation, collaboration and the ability to learn from success as well as failure.

2.0. Job Title:

PROJECT MANAGER (II) #210114

2.1. Job Role

- *** Manage the project taking into account integration across all areas.**
- *** Engage with stakeholders.**
- *** Develop Project Plan.**
- *** Direct project resources.**
- *** Monitor and manage the project schedule.**
- *** Monitor and manage the project budget.**
- *** Monitor and manage the project risk.**
- *** Deal with operational issues.**
- *** Organise steering committee meetings, including ensuring that minutes will be taken.**
- *** Report to the steering committee, raising strategic issues.**
- *** Prepare Project Status Reports and Project Change Requests for the steering committee.**
- *** Ensure project meets requirements and objectives.**
- *** Manage project team members.**

- *** Negotiate and resolve issues as they arise across areas of the project and where they impact on other activities, systems and projects.**
- *** Look after the interests of the project team.**
- *** Organise and chair project reference group meetings, as appropriate.**
- *** Communicate project status to project sponsor, all team members, and other relevant stakeholders and involved parties.**
- *** Maintain project documentation.**

3.0. Job Locations: Turkey, Romania, Russian Federation and other Parts of Europe (Further information will be issued after the interview**)**.

4.0. Work Periods:
Mondays through Fridays, Time: 09.00GMT to 16.00GMT with break period between 12.00GMT and 13.00GMT. Expatriates are entitled to a one (1) month paid home leave every twelve (12) months.

5.1. Basic Salary: Attractive (this is will be disclosed after interview).

5.2. Allowances: Hazard/Inconveniences allowance is 10% of Basic salary. Entertainment allowance is 5% of Basic salary. All allowances are paid weekly and locally in Pounds equivalent at the existing exchange rates.

5.3. Paid Home Leave: All expatriates are entitled to a one (1) month paid home leave, which can be taken once at a time. All expatriates shall be entitled to a leave allowance (in Pound) of an additional 100% of their basic salary. All expatriates are entitled to free to and fro tickets to cover the span of their home leave.

6.0. Safety and Security: Safety and Security of personnel (Local/Foreign) and Facilities on Job Locations and Communities are no small issue, and have been seriously considered to ensure and assure hitch free operations. All operations on Job Location are designed to adhere strictly to the Health Safety and Environment (HSE) Policy as applicable in the Oil and Gas Sector. All expatriates are entitled to a free and mandatory safety courses on Job Locations to be delivered by qualified safety and environment experts. All safety wears shall be provided by the Company at Job Locations e.g. Safety Coveralls, Gloves, Goggles, Helmet and Safety Shoes etc. as applicable in the Oil and Gas Sector.

7.0. Medical Health Service and Insurance:
All expatriates shall be entitled to a comprehensive health care service, which are to be administered by Medical Experts on Job locations through the company medical facility. In a case of emergency situation, an expatriate will be flown to his home country or any location suitable for the best medical attention. This decision can be influenced by the findings of the Company's medical experts, unless the expatriate in question states otherwise.

After three (3) months of service all expatriates will be entitled to a Health Service Insurance Plan (HSIP) for their family. The Health Service Insurance Plan is designed to cover only three (3) members of their family. The Health Service Insurance Plan (HSIP) allowance can also be paid to the expatriates at the rate of £500.00 per family member per month (£1500.00 per month) which can be transferred on monthly basis without being subjected to tax.

8.0. Feeding and Accommodation: Accommodation shall be provided for all expatriates in the company's ultra-modern expatriate staff quarters. All cuisine (Intercontinental/Continental) will be provided by the Company through the services of a three star hotel. Choice of cuisine will be made by expatriates at all times.

9.0. Transportation: An official bus shall be provided on 24-hour daily basis to all expatriate for local transportation. All expatriates will also be allocated a private vehicle each. A round trip flight ticket to cover the span of your contract engagement will be provided and delivered to you on the completion of your relevant travel documents and immigration particulars.

10.0. Additional Services: Recreational/Sports Facilities shall be made available at the disposal of all expatriates with no expenses to be incurred. Laundry and Dry Cleaning Service will be made available to all expatriates by the company's laundry and dry cleaning unit.

11.0. Telecommunications and Internet Facilities: There are standard telecommunication facilities and Internet services at the disposal of all expatriates, and it shall be accessible to all personnel (Local/Foreign) without any charge or expenses to be incurred. Cellular Phones can be obtained by expatriates from the Local dealers/Service Providers, but must be used in accordance with the safety regulations on Job Locations. Every expatriate is entitled to £100 per week as calling card allowance.

12.0. Family Status arrangement: Family status arrangements can only be applied for after at least three (3) months in employment, effective from the date that employee arrive at job location. The application of family status arrangement indicates that an expatriate will be entitled to a free visa and airfare for his wife or

spouse and two family members, which is to be provided by the Company through the travelling agency/Consultant.

Expatriates who intend to travel with their wife/spouse and family members within the first three (3) months of contract engagement will have the cost of visa and air fare being borne by them without refund from Total oil and Gas Company.

13.0. Points to Note:

* Two wards of expatriates are entitled to Total Oil and Gas Company education scholarship.

* A welcome party on arrival is designed to propagate a cordial relationship between expatriates and firm as well as the organizational structure with respect to the project scope.

*Interviews are also designed to ascertain claims of working experience. Should any claim be found wanting the affected expatriate may be deported and such done in conformity with the legal provision. Among reasons for interview on arrival is to establish expatriates area of interest considering the work scope in order to facilitate an efficient division of labour on Job Locations with respect to the organization structure.

All wages and allowances will be converted to the equivalence of the currency of your country of primary assignment.

*With respect to the expected timeline of work take-off, Total Oil and Gas Company has mandated a reliable travel agency based on your choice of travel documentation to ensure the processing of all travelling Document/immigration particulars.

If the conditions stated above are acceptable to you, you are hereby directed to contact the designated travel consultant (with your contact information) so that they can start the processing of your relevant documents/immigration particulars to facilitate your travel for commencement of work immediately.

The Travel Consultant has also been informed in this regard; your present location and a daytime telephone number would also be required for the sake of efficient correspondence. They will render all services and assistance possible to facilitate your travelling for commencement of work at the stipulated time. They have assured procurement of expatriate visa, work permit and airfare ticket at the shortest time frame. We have informed them of your resumption date, so we expect them to finish preparing your papers a week before the stipulated date.

Regards,
Human Resources Department