

UNIVERSITI TEKNOLOGI PETRONAS

JOB DESCRIPTION

POSITION TITLE	: Postdoctoral Fellow
DEPARTMENT	: Geosciences and Petroleum Engineering
LOCATION	: Universiti Teknologi PETRONAS
REPORTING TO	: Head- Center of Excellence for EOR
SUPERVISE	: Postgraduates

ACCOUNTABILITY OBJECTIVES

The research involves Enhancement of Reservoir Rock and Fluid Characterization, EOR screening and modeling, Novel Technologies like nano-enhanced EOR and EOR optimization. The team gives priority to enhancement of WAG applications by implementing modified chemicals synthesized from local sources and nano materials developed by UTP researchers.

JOB DIMENSION

The candidate shall possess the following qualification and criteria as follows:

- A PhD degree in Petroleum Engineering specializing in Enhanced Oil Recovery.
- Knowledge and experience in multiphase fluid flow in porous media.
- Experience in using commercially available simulators for EOR applications.
- Knowledge and experience in using Computerized Tomography in Petroleum Engineering applications

PRINCIPAL ACCOUNTABILITIES

1. To support the EOR Mission Oriented Research Head in planning, developing, organizing, implementing, directing and evaluating the operational performance
2. To help and co-supervise post graduate students and research fellows of Center
3. To introduce new ideas, methods and design of product according to market requirements.

UNIVERSITI TEKNOLOGI PETRONAS

JOB DESCRIPTION

4. To execute in the process of tender and contract as well as procuring and evaluating of consumable asset and consumables. (OPEX)
5. To assist in the process of purchasing of fixed asset.(CAPEX)
6. To arrange, and coordinate all public relation and image building matters related to the Center.
7. To support the HSE department in implementing the HSE MS.
8. To enforce compliance at all times with UTP laboratory Safety Policies and UTP laboratory Rules and Regulation.
9. To lodge, compile report and present to the relevant authority in the University any defects in which it may affect safety in labs and facilities.
10. To enforce safe keeping of information obtained in the course of duties performed and to refrain from disclosing information without the consent of Universiti Teknologi PETRONAS, except by court order.
11. Proactively involve in the implementation and maintenance of corporate wide quality culture process (QCP), and health, safety and environment (HSE).
12. Perform other duties as and when requested by superiors.

MAN – SPECIFICATIONS

1. Education:

PhD in Petroleum Engineering specialization in EOR with research experience in the relevant areas.

2. Professional Working Experience:

Plus point: minimum of two years in EOR research and well verse in latest EOR technology and applications.

3. Specific Skills and Knowledge:

Any of the following qualifications will be an advantage:

- Knowledge and experience in multiphase fluid flow in porous media.
- Experience in using commercially available simulators for EOR applications.

UNIVERSITI TEKNOLOGI PETRONAS

JOB DESCRIPTION

- Knowledge and experience in using Computerized Tomography in Petroleum Engineering applications.

Candidates who possess a strong motivation to pursue academic research are encouraged to apply. Interpersonal and presentation skills are required. In addition, the candidate should be a team player who is capable of working together with other researchers from different disciplines.

COMPETENCIES

1. Leadership – able to lead and guide team members under his/her custodian to complete any given tasks/ assignments.
2. Supervisory skills – able to supervise subordinates.
3. Communication skills – able to communicate well at all levels and can deliver message accurately.
4. Planning and Coordination – able to plan and coordinate sequence of work to timely and satisfactory complete any tasks/ assignments.
5. Negotiation skill – able to convince other parties to offer win-win business transaction for both parties.
6. Time Management – able to manage time to suit unexpected events/ tasks and able to prioritize works based on importance and urgency.
7. Motivation – able to stimulate and energize oneself and team members under his/her custodian when facing with difficulties in completing any assignment.
8. Report writing – able to write report/ proposal with tact, accuracy and concise without deviating from its objectives.
9. Assertive – able to exercise assertiveness without attending others.
10. Business Acumen – poses business minded and entrepreneurship thinking that enhances the University vision and mission.
11. Team Work – able to nurture and maintain team work and spirit amongst team member in completing any assignment.
12. Interpersonal relation skills – able to maintain and nurture relationship rapport with internal and external parties.

UNIVERSITI TEKNOLOGI PETRONAS

JOB DESCRIPTION

MAJOR CHALLENGES

1. To ensure the establishment of guidelines and procedures for the Center are implemented accordingly.
2. To maintain and update knowledge on laboratory and engineering technologies.
3. To ensure proper documentation procedures.
4. To meet day-to-day requirement on office administration.

ENDORSEMENT	PREPARED BY	APPROVED BY	REVISION: 0
SIGNATURE			
NAME			
DESIGNATION			
DATE			