

**Recruitment requirements for the position
Deputy Head of Construction and Design Department - DCP Advisor (design and construction process)**

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| 1. | Title of the vacant position | Deputy Head of Construction and Design Department - DCP Advisor (design and construction process) |
| 2. | Title of the structural division | Company Management |
| 3. | The employee's direct supervisor | Head of Construction and Design Department - DCP Advisor (design and construction process) |
| 4. | Availability of subordinates (<i>number, position</i>) | |
| 5. | Tasks and functional responsibilities | <p>1. Advisory assistance and analytical support to the DCP:</p> <ul style="list-style-type: none"> - in ensuring effective management of the company's financial activities in terms of construction; - in the development and implementation of a corporate strategy for maximizing value at all levels of the construction company; - in the formulation and effective management of internal control systems for design and construction; - in forecasting cash flows, attracting additional sources of financing, working with investors and banks; - in conducting an analysis and evaluation of the company's activities and developing measures to improve the efficiency of financial management, as well as conducting internal audits for design and construction; - in the implementation of the analysis and assessment of possible risks, the development of measures to minimize them, ensuring control over compliance with construction discipline. <p>2. Development and implementation of recommendations to increase the value of the company, increase its profits and investment attractiveness.</p> <p>3. Development and implementation of the improvement concept, including a system for scheduling objects for design and construction.</p> <p>4. Implementation of MS Project.</p> |

II. Requirements for the candidate

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| 1. | Age (from ... to...) | Aged from 30 to 50 |
| 2. | Gender | Any |

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| 3. | Place of residence | Any |
| 4. | Education (degree) | Higher education |
| 5. | Academic specialization | - Design/Construction/Business |
| 6. | Work experience | - Work experience in a large international company; - Work experience in an international company as a DCP for at least 5 years. |
| 7. | Specialized skills | <ul style="list-style-type: none"> - knowledge of planning and analysis methods for construction; - ability to form an address list structure; - knowledge of regulatory legal acts regulating official activities (planning, design, construction); - professional knowledge necessary for the performance of official duties; - knowledge of legislative and other normative legal acts regulating the financial, economic and production and economic activities of the organization; - professional knowledge in the relevant field, allowing you to effectively perform functional duties; - professional knowledge of the rules and norms of business communication; - professional knowledge of the basics of management activities and methods of current and long-term planning; - skills of prompt adoption and implementation of management decisions, management activities; - the ability to set tasks for subordinates, organize their work, ensuring timeliness, efficiency and high quality of tasks; - the ability to predict the consequences of managerial decisions, analyze and control the progress of their implementation, see the future; - the ability to make decisions independently, the willingness to take responsibility for the decisions and actions taken, as well as their consequences; - skills for planning career activities in the future; - business negotiation skills. |
| 8. | Language skills | - Russian and English; |

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| 9. | Computer skills | - Confident PC user (MS Project, AutoCAD, MS office etc.); |
| 10. | Driving license (<i>availability, category</i>) | Not mandatory |

III. Terms of cooperation

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| 1. | Employment form (<i>in the office/remotely, part-time/full-time, on staff/ under a civil contract, fixed-term contract/indefinite contract, part-time work, etc.</i>) | In the office, full-time, under a civil contract (<i>for 12 months with an extension</i>) |
| 2. | Work schedule (<i>starting time, ending time, working hours per week, off-days</i>) | In accordance with the working schedule of Administrative management of the personnel of "Uzbekneftegaz" JSC |
| 3. | Overtime work | In accordance with the requirements of the project |
| 4. | Trial period | 3 months |
| 5. | Business trips (<i>often, rarely, sometimes, never</i>) | In accordance with the requirements of the project and by order of the Company's management. |

IV. Additional requirements

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| 1. | Certificates | Approved |
| 2. | Having a foreign passport / sticker | Not mandatory |
| 3. | Personal qualities | - High level of analytical thinking; - Result orientation, innovativeness, enthusiasm; - High consistency and flexibility of thinking, consistency of work; - High efficiency and motivation for results; - Ability to work with a team; - Working in multitasking mode; <i>*evaluated during the interview</i> |
| 4. | Preferable industries | Oil and gas; Energy; Light/Heavy industry; |
| 5. | Search restrictions (<i>which candidates will not be considered</i>) | Not meeting the above requirements |

**Deputy department head
capital construction and design**

I.Mirkabilov