

**Recruitment requirements for the position of Head of the Well Overhaul Project  
Implementation Group**

**I. Information about the vacant position**

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|----|---|---|
| 1. | Title of the vacant position                                | Head of the Well Overhaul Project<br>Implementation Group   |
| 2. | Title of the structural division                            | Deputy Chairman of the Board for Production<br>and Processing, Well Overhaul Project Office   |
| 3. | The employee's direct supervisor                            | Deputy Chairman of the Board for Production<br>and Processing.  |
| 4. | Availability of subordinates<br>( <i>number, position</i> ) | Subordinated to more than 5 employees,<br>including employees of departments involved in<br>the transformation of well overhaul processes.  |
| 5. | Tasks and functional responsibilities                       | <ul style="list-style-type: none"> <li>- Organization and control of the well overhaul process;</li> <li>- Engineering approach and selection of optimal technological solutions;</li> <li>- Monitoring of project implementation taking into account the project management methodology (project passport, budget, risks, etc.);</li> <li>- Analysis of recommendations and risks, issuing recommendations to improve the processes of well overhaul;</li> <li>- Management and coordination of work on automation and optimization of processes;</li> <li>- Monitoring the health status of the system, identification of bottlenecks;</li> <li>- Ensuring compliance with the Company's policies and procedures;</li> <li>- Organization of measures to improve and optimize all work carried out on the overhaul of wells;</li> <li>- Monitoring the performance of all activities in accordance with approved technical specifications, concluded contracts and projects;</li> <li>- - Building a system that counteracts the manifestation of the corruption component (forensic).</li> </ul> |

## II. Requirements for the candidate

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|-----|---|--|
| 1.  | Age (from ... to...)                              | Aged from 30 to 50   |
| 2.  | Gender  | Any<br>(preferably male)   |
| 3.  | Place of residence                                | Any  |
| 4.  | Education (degree)                                | Higher technical and/or engineering education  |
| 5.  | Academic specialization                           | Oil and gas business/ Mechanics/Automated control system/Engineering   |
| 6.  | Work experience                                   | <ul style="list-style-type: none"> <li>- Work experience in a large oil and gas/oil and gas service company for at least 5 years;</li> <li>- Work experience in an international company in a managerial position for at least 3 years;</li> <li>- Work experience for at least 5 years in the field of well overhaul;</li> <li>- Experience in projects on transformation and/or automation of well overhaul processes;</li> <li>- Work experience as the head of the well overhaul department and/or Chief Engineer of the mining company for at least 3 years;</li> <li>- Having the knowledge of project management standards and methodologies;</li> <li>- Managerial qualities, delegation, assignment of tasks and obtaining results</li> </ul> |
| 7.  | Specialized skills                                | <ul style="list-style-type: none"> <li>- Having the knowledge of the requirements of international standards and uniform norms of time for carrying out various types of well overhaul;</li> <li>- Having the knowledge of regulatory documentation, acts and laws in the field of industrial safety;</li> <li>- Having the knowledge of work on the formation of needs, procurement procedures, logistics, budgeting;</li> <li>- Experience in monitoring the operational activities of well capital repairs.</li> <li>- Competence, responsibility, professionalism;</li> </ul>  |
| 8.  | Language skills                                   | - Fluent in Russian and English  |
| 9.  | Computer skills                                   | - Confident PC user (Primavera, 1C, SAP, MS office, etc.);   |
| 10. | Driving license ( <i>availability, category</i> ) | Not mandatory  |

### III. Terms of cooperation

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|----|--|--|
| 1. | Employment form<br><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/business trip, full employment, under a civil contract <i>(for 12 months with extension)</i>   |
| 2. | Work schedule <i>(starting time, ending time, working hours per week, off-days)</i>  | <ul style="list-style-type: none"> <li>- High level of analytical thinking;</li> <li>- Result orientation, innovativeness, enthusiasm;</li> <li>- High consistency and flexibility of thinking, consistency of work;</li> <li>- High efficiency and motivation for results;</li> <li>- Ability to work with a team;</li> <li>- Working in multitasking mode;</li> </ul> <i>*evaluated during the interview</i> |
| 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

|    |  |  |
|----|--|--|
| 1. | Certificates   | Approved   |
| 2. | Having a foreign passport / sticker                                  | Not mandatory  |
| 3. | Personal qualities   | <ul style="list-style-type: none"> <li>- High level of analytical thinking;</li> <li>- Result orientation, innovativeness, enthusiasm;</li> <li>- High consistency and flexibility of thinking, consistency of work;</li> <li>- High efficiency and motivation for results;</li> <li>- Ability to work with a team;</li> <li>- Working in multitasking mode;</li> </ul> <i>*evaluated during the interview</i> |
| 4. | Preferable industries  | Light/Heavy industry;<br>Mechanics/Energy.   |
| 5. | Search restrictions <i>(which candidates will not be considered)</i> | Not meeting the above requirements   |

**Deputy Head  
of Transformation Department**

**R. Mamayusupov**