

## APPLICATION FOR RECRUITMENT

### I. Information about the vacant position

1.	Title of the vacant position	Head of the Project Office
2.	Title of the structural division	Project Office for automation and digitalization of business processes of Uzbekneftegaz JSC
3.	The employee's direct supervisor / supervising deputy director	Head of Transformation Department
4.	Availability of subordinates ( <i>number, position</i> )	Subordinated to more than 30 employees, including project managers, business architects and business analysts
5.	Tasks and functional responsibilities	<ol style="list-style-type: none"><li>1. Participates in the preparation of the project starting from the stage of the budget evaluation of the project.</li><li>2. Develops and coordinates the resource plan of the project (people, deadlines, cost).</li><li>3. Organizes the activities and general management of the project office;</li><li>4. Manages project managers and other project team members;</li><li>5. Studies projects, initiatives and ideas received from IT consultants and other sources;</li><li>6. Supports senior management decision making on the ICT project portfolio;</li><li>7. Manages and monitors the status of the implementation of a single portfolio;</li><li>8. Considers and escalates resource and project issues;</li><li>9. Monitors the implementation of the digitalization strategy and compliance of the project portfolio with the corporate strategy;</li><li>10. Monitors compliance with project conditions: quality, deadlines, budget, etc.;</li><li>11. Controls the implementation of the operational schedule of project work and the adoption of measures to solve problems that have arisen</li><li>12. Defines the goals, objectives and results of the project.</li><li>13. Develops and coordinates the calendar plan of the project.</li></ol>

		<p>14. Determines the scope of work required for the development and implementation of the project</p> <p>15. Defines the structure of the work and the dependencies between them.</p> <p>16. Determines the amount of time required for the implementation of the project.</p> <p>17. Participates in the selection process of candidates for the project team.</p> <p>18. Organizes meetings of the project team and competent recording of results.</p> <p>19. Organizes and controls the preparation of the necessary project documentation.</p> <p>20. Provides timely collection, accumulation, distribution, storage and subsequent use of project information.</p> <p>21. Coordinates the provision of the necessary information to all project participants within the stipulated time frame.</p> <p>22. Controls and ensures compliance with the deadlines of the development and implementation processes.</p> <p>23. Manages risks and changes in the project budget.</p>
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## II. Requirements for the candidate

1.	Age (from ... to...)	Aged from 30 to 50
2.	Gender	Any
3.	Place of residence	Any
4.	Education (degree)	Higher education, preferably an MBA degree
5.	Academic specialization	<ul style="list-style-type: none"> <li>- Technical, engineering-economic, economics;</li> <li>- The most preferred specialties: Information and communication technologies, programming and automated control systems</li> </ul>
6.	Work experience	<ul style="list-style-type: none"> <li>- Education: higher technical education in the field of computer science, economics, management systems + additionally, business management, project management;</li> <li>- Work as an implementation project manager (1C, SAP, etc.) for at least 3 years;</li> <li>- Launched at least 2 automation and digitalization projects into productive operation;</li> </ul>

		<ul style="list-style-type: none"> <li>- Preferably, experience of participation in a complex project;</li> <li>- Experience in preparing and conducting negotiations, conflict management;</li> <li>- Knowledge and practical application of project management methodologies and standards;</li> <li>- Experience in a manufacturing enterprise, preferably experience with geographically distributed structures;</li> <li>- Understanding the processes of development and operation of information systems;</li> <li>- Successful experience in managing cross-functional teams and customer relationship management;</li> <li>- Leadership and management skills, negotiation skills;</li> <li>- Having the knowledge of one or more project management methods (PMBok, PRINCE, etc.): principles of risk management, timing and budget of projects and programs, confirmed by a certificate.</li> </ul>
7.	Specialized skills	<ul style="list-style-type: none"> <li>- Modern computer and network equipment;</li> <li>- Various types of software applicable to the activities of an oil and gas organization;</li> <li>- Methods of automatic processing and storage of information;</li> <li>- Means of communication, Internet;</li> <li>- Technical documentation standards;</li> <li>- Basic information about doing business;</li> <li>- Personnel management;</li> <li>- Fundamentals of Economics;</li> <li>- Programming (preferably).</li> </ul>
8.	Language skills	<ul style="list-style-type: none"> <li>- Russian - written and spoken;</li> <li>- Uzbek - written and spoken;</li> <li>- English - intermediate and above.</li> </ul>
9.	Computer skills	Professional user
10.	Driving license ( <i>availability, category</i> )	Not mandatory
11.	Personal car ( <i>availability, possibility of use for work purposes</i> )	Not mandatory

### III. Terms of cooperation

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 employment, under a civil contract ( <i>for 6 months with extension</i> )
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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	1 month
5.	Business trips ( <i>often, rarely, sometimes, never</i> )	In accordance with the requirements of the project

#### IV. Additional requirements

1.	Certificates	MBA is approved ; SAP is 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, innovation, enthusiasm;</li> <li>- High consistency and flexibility of thinking, consistency;</li> <li>- High efficiency and motivation for results;</li> <li>- Ability to work with a team;</li> <li>- Working in multitasking mode;</li> </ul> <p style="text-align: center;"><i>*evaluated during the interview</i></p>
4.	Preferable industries	Oil and gas; Energy; Metallurgy.
5.	Search restrictions ( <i>which candidates will not be considered</i> )	Not meeting the above requirements

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(signature)

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(Full name of the applicant)

Reg. № \_\_\_\_\_ from «\_\_\_» \_\_\_\_\_ 202\_\_.