

Job Description**RBI Planner _ RBI Project**

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POSITION : RBI Planner
REPORTING TO : RBI Project Leader
SECTION/DIVISION : Central Engineering/Asset Integrity

A. Requirements

Educational Level : ▪ University degree or equivalent

Specialty/Qualification :
 ▪ Diploma/University Degree.
 ▪ Primavera 6 (P6) Software and project schedule training certificate.
 ▪ Knowledge about API 580 is preferable.

Work Experience : ▪ Minimum 8-years' experience in planner or scheduler roles in other oil and gas projects.
 ▪ 1 years experienced years related to planner or schedule for RBI assessment project or at least 01 RBI project is preferable.
 ▪ Experience for planning and scheduling the project in general.
 ▪ Have experience with RBI projects in other refineries.
 ▪ Experience in utilizing and maintaining Asset Data Management software like Plant Condition Management Software (PCMS).
 ▪ Experience in utilizing CAD Software is preferred
 ▪ Experience in utilizing Primavera 6 (P6) Software and project schedule updating.

Skills : ▪ Ability to multi-task on parallel priorities, good approach to prioritization.
 ▪ Ability to chair the weekly progress meeting and coordinate with relevant teams and contractors to manage the project schedule.
 ▪ Good technical awareness, attention to details and organizational skills.
 ▪ Good spreadsheet and data base skills.
 ▪ Proficiency with common computer programs such as MS Office, PowerPoint, Excel etc.
 ▪ English skill level of IELTS 6.0, TOEIC 750 or better.

Competency : Definition is described in "Competency reference of NSRP Performance Appraisal

#	Competency	Detail	<i>in Common</i>	<i>In Particular</i>
1	Knowledge and skills	Job Knowledge		✓
2		Planning		✓
3		Communication		✓
4	Safety	Safety		✓
5	Work Attitudes	Results oriented		✓
6		Teamwork		✓
7		Adaptability		✓
8		Creativity & innovation		✓
9	Management skills	Decision making		✓
10		Mentoring and coaching		✓
11	Leadership	Leadership	✓	

B. Purpose

The primary purpose of RBI Planner position is to develop and monitor the overall project schedule including site inspection activities and RBI assessment milestone. Identify gaps in overall plans and integration. Assist in the generation of the schedules from the plans. Reviews and supervises revisions to plans as required. Oversee

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project schedule, handling and monitoring related to RBI Preparation, Assessments, Implementation, Reassessments and site activities.

C. Responsibilities

➤ *RBI project planner (Functional Work):*

- Develop and monitor the overall RBI assessment project based on the milestone with assistance from Project leader and manager,
- Coordinate with disciplines and contractor to summarize the resources required for inspection such as scaffoldings, insulation removals, painting removals, NDE for planning and optimization work.
- Coordinate with disciplines and contractors to create and monitor the detail the detail inspection plan, detail to level 6 to manage the RBI assessment milestone in combination with site activities such as scaffolding, insulation, painting and NDE in each unit and daily basis to make sure that proper tracking to foresee the delay or any risk of schedule impact.
- Chair the weekly progress meeting with assistance from project leader and manager
- Coordinate with disciplines and contractors to summarize and report the progress of project on overall project progress, manpower management, procedure development and deliverable status, especially on milestones.
- Monitor and track action items' status according to the MOM of progress meeting for RBI related issues and gap closure solutions.
- Coordinate with Contractor and disciplines to daily record and report the status tracking on RBI assessment and site execution status to manager.
- Follow objectives and departmental targets/KPI's (MBO).
- Support in developing and achieving overall Quality Based Observations (QBO) objectives of RBI team.
- Other assignments by Project leader.

➤ *Procurement*

- Provide support to others while following established milestone and schedules.

➤ *Reporting*

- Provide support to the preparation of various data and analytical reports.
- Daily and weekly report to leader and manager on the progress of the project.

➤ *Budgeting*

- Support in optimize the schedule on relevant activities to ensure not exceed budget (optimize cost effectiveness)

➤ *Policy and procedure*

- N/A

➤ *Project Management*

- N/A

➤ *Other tasks assigned by Managers and other superiors.*

D. Accountability

To achieve the followings through the above responsibility

- Ensure the annual plan done as per schedule.
- Ensure the optimization for the planning and scheduling to reduce the cost.
- Properly report the progress to leader and manager
- Coordinate/chair the weekly meeting with disciplines and contractors, also follow up action plans.
- Comply to QBO checklist and check sheets.

* Specific subjects and each numerical goal will be defined every year.

E. Latitude for Actions or Decisions

- Technical Authority to develop the overall RBI project.

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- Coordinate and chair the weekly meeting
- Authority to communicate with disciplines and contractor to summary and update progress and action items.

F. Supervisory Responsibility

- Under specifically directed by RBI Leader and Central Engineering Section Manager for any specific task.

G. Agreement

Prepare by:

Pham Thi Ky



RBI JT Leader

Approved by:



