



Position: Warehouse Supervisor
Location: HKN Warehouse-ERM, Kurdistan Region of Iraq
Status: Local Full-time
Reports To: Materials & Logistics Manager
Subordinates: Logistics Manager

Responsibilities:

- Oversee and be familiar with Oil Field Equipment including but not limited to Workbooks Coding, Tailing, Computers equipment and Production Equipment.
- Responsible for creation of managing an electronic "Inventory Data base" system.
- Must be capable of producing Inventory Reports.
- Must be capable of drafting and issuing Cargo Manifests.
- Must be capable of issuing Material Transfer Notes.
- Must be competent with Microsoft Excel and Word.
- Perform local purchasing as and when directed by HKN Logistics Manager.
- Must be competent and work safely and understand safe working Practices in and around the Warehouse and Pipe Yards.
- Experienced with supervising the loading of Trucks containing cargo to and from the Oil Warehouse.
- Experienced with Supervising Fork Lifts/ Forks, Mobile Crane and Forklift Operations.
- Ensure that the Truck loads are secured on the truck safely before the Trucks depart from the Warehouse.
- Ensure that all back loads from the field are offloaded at the warehouse and placed in a quarantine area ready for inspection.
- Inform the HKN Logistics Manager when Trucks arrive at the warehouse with cargo for HKN.
- Conduct inspection of Trucks arriving at the warehouse prior to loading HKN Cargo onto the Trucks.
- Issue Truck Drivers Note and wear proper PPE when working at the Warehouse/ Yard.
- Under and coordinate with HKN Logistics Manager regarding Transport requirements for all materials and equipment movements.
- Aid with inventory audits.
- Supervise and assist with keeping the Yard area and the Warehouse Clean and tidy and collect rubbish from around the Yard.

Requirements:

- Minimum three (3) years Working as Warehouse Supervisor within the oil & gas industry, preferably with an OGC based in Iraq.
- Must be willing to work 8-32 hours per day (3) days a week with limited overtime.
- Must be in possession of a Full Iraq Driver's License.
- Must be Honest hard working and punctual.
- Fluent in English – written and oral, ability to read and write in Kurdish.
- Should have sufficient manage and train HKN Warehouse Assistant.
- Must be trustworthy, tidy and punctual.
- Should be prepared/ flexible to be an OIL 24/7 and willing to travel to the HKN warehouse outside of normal hours.
- References from previous OGC's required.

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Position: Wellbore Geologist
Location: HKN Sarang block, Dohuk province, Kurdistan region of Iraq
Status: Local
Reports To: Operations Geologist
Subordinates: N/A

Scope:

- Evaluating offset data before the start of drilling
- Analyzing, evaluating and describing formations while drilling, using cuttings, gas, formation evaluation measurement while drilling (FEMWD) and wireline data
- Comparing data gathered during drilling with predictions made at the exploration stage
- Assessing an drilling hazards and drilling bit optimization
- Taking responsibility for making decisions about suspending or continuing drilling
- Advise operations personnel on-site and in the operations office
- Supervising mudlogging, FEMWD and wireline services personnel and monitoring quality control in relation to their services
- Keeping detailed records, writing reports, completing daily, weekly and post-well reporting logs and sending these to appropriate departments
- Maintaining up-to-date knowledge of measuring while drilling (MWD) tools, such as gamma and resistivity, as geoscientists become increasingly important
- Communicating regularly with operations offices.

Requirements:

- Master or Bachelor of Science in Geology
- 3+ years of experience as wellbore geologist or mud logger
- Experienced working as a member of multi-cultural or multi-disciplinary technical teams.
- Fluent in English – written and oral, ability to read and write in Kurdish
- Knowledge of Mud logging related software
- Able to travel to HKN field in Sarang block

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Position: Reservoir Engineer Trainee
Location: HKN Erbil Office, Kurdistan Region of Iraq
Status: Local full-time
Reports To: HKN Reservoir Engineer
Subordinates: N/A

Scope:

- Ensure that the data necessary is acquired for and adequate reservoir description and understanding
- Assist in reservoir operations during the drilling/testing phase.
- Assist in ensuring the day-to-day program on behavior of the wells in consultation with the Reservoir Engineer/Reservoir Engineering Manager
- Assist in interpreting all required data well testing, production and PVT. Gather, report and analyze reservoir information for the Sarang Block.

Requirements:

- Engineering degree required, preferably in Petroleum engineering
- Previous working experience in oil and gas industry is preferable but not compulsory
- Good interpersonal skills and organizational ability are required
- Fluent in English – written and oral, ability to read and write in Kurdish
- Experience with Microsoft office
- Able to travel to HKN field locations as needed
- Will work 8:30 – 17:00 Sunday through Thursday with limited overtime

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Position: Process Materials & Logistics Coordinator
Location: Field based at HKN Sarang block, Dohuk, Kurdistan Region of Iraq
Status: Local – Full-time (2 weeks on (2) weeks off)
Reports To: Field Services Manager
Subordinates: Field Logistics Coordinator & Logistics Manager in ERM

Scope:

HKN Logistics Coordinator Responsibilities are as follows and this is what the Trainee shall be expected to be competent and reach this level within a three to four year period.

Responsibilities:

- Study and Learn how the HKN Logistics Coordinator manages Monthly work load
- Become familiar and competent in all aspects of the Logistics Coordinator Duties.
- Become familiar with all of HKN's Production Work Sites.
- Some Translation Kurdish to English shall be required from time to time.
- Work Safety at all times and follow its Rules.
- Keep ERM Materials & Logistics Department informed at all times.
- Maintain HKN Field Inventory (Sarang Block) (SMB)
- Maintain tight control of HKN Field inventory
- Daily liaison with HKN Well Site Supervisors regarding material/service requirements.
- Monitor Running Hours for all HKN owned Field Service Generators, inform ERM office in good time to organize service and maintenance of Generators.
- Perform local Service providers, Generators, Electrical, Air Conditioning and Plumbing works.
- Participate in purchasing as and when requested.
- Issue MP's are issued from the field to a timely manner
- Supervise Back Loads from the field to ERM.
- Ensure that all back loads are properly accounted.
- Random inspection of Trucks arriving at the Warehouse (SMB)
- Ensure that Truck Drivers Note and wear proper PPE at all of HKN work sites.
- Under and coordinate with HKN Logistics Manager regarding Transport requirements for all materials and equipment movements.
- Coordinate and liaison with OGC Department and OGC Contractors and when requested. (Organize Security Trucks through OGC Office etc.)
- Close liaison and provide assistance to HKN Production Operations Supervisors, i.e. organize trucking and when requested, local procurement as and when requested.
- Ensure that MP's are checked for all Requests from the Field office for Materials, Equipment and Service
- HKN assistance from ERM SMB Trainee Coordinator OGC Field Definition, and oversee deliveries of Diesel Fuel and cement, sign-off Delivery Tickets.
- Provide ERM Office with a weekly report updating activities within the field.
- Liaison and coordinate Production and local Fire-fighters Water deliveries. Test Portable Water is suitable for drinking, using Water Test Kits, supplied at the Rig Sites.
- Liaison with Camp local Manager reports and queries for HKN Camp Caterers and Architects.
- Perform to purchase of spares for maintenance of the Remote Camp Caterers in Dohuk.
- Act as the Field Services Manager with the day to day running of the Remote Camp & Offices.

Requirements:

- Fluent in English – written and oral, ability to read and write in Kurdish
- Graduate with diploma or Higher Education
- Must be Honest hard working and punctual.
- Has Driving License and own transport required to get to and from home base to ERM 2 Mile Camp.

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