HSE OFFICER - PROJECT

Key Responsibilities:

- Monitor and control all HSE matters related with project team members and contractors in ensuring that the Project is in compliance with the project requirement i.e. specification, safety code and other policies/guidelines related to the project.

- Responsible for the health, safety, environment, security & emergency throughout the project duration to achieve safe project completion. The requirement in each Project phase is listed, but not limited to, as follows:
  I. ITB preparation: Prepare and verify HSE requirement in ITB package.
  II. Engineering Phase: Review, check and verify engineering deliverables related to HSE aspects.
  III. Fabrication/construction Phase: Manage and control safety execution of the fabrication activities by contractor and verify the works and work procedure meet relevant HSE requirement and guideline.
  IV. Sea-fastening/load out, transportation, installation and HUC Phase: Manage and control safety execution of the activities by each contractor and verify the works and procedure meet relevant HSE requirement and guideline. Check and monitor the activities to prevent and avoid environmental impact.


- Participate in HSE Risk Assessment and hold relevant meeting, workshop internally and with related 3rd parties.

- Monitor and update the HSE risks register and ensure all mitigation plans are strictly adhere to throughout the project execution.

- Enforce and audit activities to ensure it meets NIPPON design criteria and other HSE guideline. Prepare and manage required documents for related internal/external audit, and process it.
Key Requirements:

- Minimum 7 years’ experience of work in Oil & Gas project in Malaysia with at least five (5) project experiences as HSE related position i.e. Safety Officer.

- Certified by NIOSH and passed all NIOSH Module I, II, III and IV exams and holder of DOSH certified Greenbook.

- Having experience to provide inputs in HSE related deliverables such as HSE Management Plan, HSE Management Procedure, Environmental Management Procedure, Potential Risk Register, Potential Risk Mitigation Plan, HSE Audit Plan/Procedure, etc.

- Having experience to review and participate in development of HSE management system.

- Having experience to prepare HSE training programme and conduct training as supervisor.

- Proficient in Microsoft Office applications i.e, Word, Excel, PowerPoint and Project.

- Good written and spoken communication skills in English and able to work with all levels of management and multinational staff.

- Familiarity with the national oil company’s established policies and procedures on project matters is an added advantage.

- Applicants should be Malaysian citizens or hold relevant residence status.

How to Apply?

Those interested may submit their application directly to hresource@noex.com.my. Please include a passport-sized photograph and information on your current and expected salary in your application.