

JOB DESCRIPTIONS FOR THE PETROLEUM CADRE

JOB DESCRIPTION

JOB TITLE: Commissioner

MINISTRY: Petroleum and Energy

DEPARTMENT: Petroleum Commission

GRADE: Fixed

REPORTS TO: Permanent Secretary (on Administrative matters) and the Minister (on technical matters)

RESPONSIBLE FOR: Head of the Petroleum Commission

PURPOSE: To coordinate and monitor the implementation of all petroleum activities

QUALIFICATIONS: Master's degree in Geophysics, Geology or any related field

EXPERIENCE: 10 years of satisfactory work experience

SKILLS

- Seismic Data Management
- Seismic Data Interpretation
- Geological Interpretation
- Project Management
- Financial Modelling
- Contract Negotiations
- Budgeting
- Human Resource Management
- Marketing

- Report Writing
- Monitoring and Evaluation
- Communication

RESPONSIBILITIES

R1: Responsible for marketing and promoting Gambia's petroleum potentials

R2: Responsible for Licensing, Administration and Management

R3: Responsible for facilitating the availability and management of seismic data

R4: Responsible for the management and administration of the commission

DUTIES

R1: Responsible for marketing and promoting Gambia's petroleum potentials

- a) Conducts marketing and promotion campaigns in order to market and promote The Gambia's petroleum potentials to attract potential investments in petroleum exploration and production

R2 Responsible for Licensing, Administration and Management

- a) Initiates, launches and opens exploration license application periods in order to solicit Request for Proposals (RFPs)
- b) Coordinates and conducts the evaluation and review of RFPs in order to produce a shortlist of potential International Oil Companies (IOCs)
- c) Coordinates the activities of the National Petroleum Negotiation Committee in order to negotiate with shortlisted IOCs

- d) Facilitates License Signatures between IOC and Government of the Gambia (Minister)
- e) Monitors license implementation to ensure compliance with license agreements and timely execution of tasks
- f) Coordinates the review of existing licenses in order to re-negotiate terms

R3: Responsible for facilitating the availability and management of seismic data

- a) Coordinates the attainment of relevant seismic data in order to facilitate marketing and promotion of The Gambia's Petroleum potentials
- b) Monitors the implementation of data contracts in order to ensure compliance with terms
- c) Manages and ensures full and sole custody of data after the expiry of contract

R4: Responsible for the management and administration of the Commission

- a) Prepares Cabinet Papers and briefs
- b) Coordinates the preparation of annual workplans
- c) Coordinates the implementation of activities
- d) Coordinates monitoring and review of implementation
- e) Assigns tasks and delegates responsibilities
- f) Participates in the development and review of laws and regulations
- g) Assists (PURA) in the implementation of downstream regulations

JOB DESCRIPTION

JOB TITLE: Principal Petroleum Officer

MINISTRY: Petroleum and Energy

DEPARTMENT: Petroleum Commission

GRADE: Grade 10

REPORTS TO: Commissioner

RESPONSIBLE FOR: Senior Petroleum Officer

PURPOSE: To provide technical input in the licensing and monitoring of International Oil Companies

QUALIFICATIONS: Master's degree in Geo-physics, Geo-science, Petroleum, Engineering, Petroleum Law or any related field

EXPERIENCE: 5 years of satisfactory work experience

SKILLS

- Seismic Data Management
- Seismic Data Interpretation
- Geological Interpretation
- Negotiation
- Report Writing

RESPONSIBILITIES

R1: Responsible for providing technical support in Licensing, Administration and Management

R2: Responsible for facilitating seismic data availability and Management

R3: Responsible for providing technical support in the management of the downstream sector

DUTIES

R1: Responsible for providing technical support in Licensing, Administration and Management

- a) Participates in the conduct of reviews and evaluations of RFPs in order to produce a shortlist of potential International Oil Companies (IOCs)
- b) Assists in the conduct of negotiations in order to efficiently negotiate with shortlisted IOCs
- c) Participates in the review of work-programmes in order to assist monitor license implementation
- d) Coordinates the review of existing licenses in order to re-negotiate terms
- e) Participates in the review and development of policies and regulations

R2: Responsible for facilitating seismic data availability and Management

- a) Participates in the review of proposals to conduct seismic surveys in order to assist licensing
- b) Participates and act as an observer in the conduct of seismic surveys in order to ensure compliance with agreements
- c) Carries out follow-ups on the sales and revenues of seismic data sold in order to obtain list of data buyers who may be approached as potential investors
- d) Facilitates the receipt and storage of seismic data

R3: Responsible for providing technical support in the management of the downstream sector

- a) Conducts reviews of requests (forwarded by PURA) for importation, transportation, storage and distribution of petroleum products in order to facilitate licensing

- b) Participates as member of the Environmental Assessment Group in the conduct of environmental assessments to assess the suitability of locations over a request of building a filling station
- c) Assists in the day to day regulation of downstream petroleum activities by serving as a member of PURA's regulation committee

JOB DESCRIPTION

JOB TITLE: Senior Petroleum Officer

MINISTRY: Petroleum and Energy

DEPARTMENT: Petroleum Commission

GRADE: 9

RESPONSIBLE TO: Principal Petroleum Officer

RESPONSIBLE FOR: Petroleum Officers

PURPOSE: Assists in the implementation of activities

QUALIFICATIONS: Master's degree in Geophysics, Geology or any related field

EXPERIENCE: 3 years of satisfactory work experience

SKILLS

- Seismic Data Management
- Seismic Data Interpretation
- Geological Interpretation
- Project Management
- Financial Modelling
- Contract Negotiations
- Report Writing
- Communication

RESPONSIBILITIES

R1: Responsible for providing support in the implementation of activities

R2: Responsible for the Management of the Petroleum data

R3: Responsible for facilitating the processing of Downstream licensing

DUTIES

R1: Responsible for providing support in the implementation of activities

- a) Participates in the review of RFPs
- b) serves as Secretary to RFP review sub-committees
- c) Assists in the organization of Petroleum Negotiation Committee meetings

R2: Responsible for the Management of the Petroleum data

- a) Participates in the review of data accessing proposals from geophysical companies in order to assess the extent and scope of data requests
- b) Participates in the development of data proposals in order to outline Ministrys' data use requirements
- c) Participates in proposal harmonization meetings in order to harmonize Ministries and Companies proposals to facilitate the preparation of data contracts
- d) Assumes custody and storage of data after the expiry of data contracts
- e) Supervises the processing of data requests
- f) Prepares quarterly activity reports

R3: Responsible for facilitating the processing of Downstream licensing

- a) Participates in the conduct of Environmental Impact Assessment in order to facilitate processing of requests for the establishment of filling stations
- b) Reviews PURA's recommendations for granting the importation, transportation and distribution of petroleum products the license to facilitate approvals or disapprovals by the Honourable Minister
- c) Conveys the Minister's licensing decisions to PURA

JOB DESCRIPTION

JOB TITLE: Petroleum Officer

DEPARTMENT: Petroleum Commission

CURRENT LEVEL: 8

REPORTS TO: Senior Petroleum Officer

SUPERVISES: Petroleum Data Assistant

PURPOSE: To assist in the day to day implementation of petroleum activities

QUALIFICATIONS: Bachelor's degree in Geosciences, Geophysics, Petroleum, Engineering, Geology or related fields

EXPERIENCE: 1 year of satisfactory work experience

SKILLS

- Data Management
- Seismic Data Interpretation
- Geological Data Interpretation
- Report Writing

RESPONSIBILITIES

R1: Responsible for providing support in the implementation of activities

DUTIES

R1: Responsible for providing support in the implementation of activities

- a) Participates in the conduct of reviews and evaluation of RFPs in order to produce a shortlist of potential International Oil Companies (IOCs)
- b) Participates in the review of work-programmes in order to assist monitor license implementation
- c) Processes requests for data in order to facilitate accessibility
- d) Conducts data price listing in order to provide complete profile of the data available
- e) Supervises the storage and retrieval of data
- f) Conducts review of requests (forwarded by PURA) for importation, transportation, storage and distribution of petroleum products in order to facilitate licensing
- g) Participates as member of the Environmental Assessment Group in the conduct of environmental assessments to assess the suitability of locations over the request of building a filling station

JOB DESCRIPTION

JOB TITLE: Petroleum Data Assistant

MINISTRY: Petroleum and Energy

DEPARTMENT: Petroleum Commission

GRADE: 5

REPORTS TO: Petroleum Officer

RESPONSIBLE FOR: None

PURPOSE: To facilitate access, storage and retrieval of seismic data

QUALIFICATIONS: Credit in Science (WASSE or IGCSE),
,Diploma certificate in Geo-Sciences, Geology, Geophysics,
Petroleum Engineering or any related subject

EXPERIENCE: 1 year of satisfactory work experience

SKILLS

- Basic report writing
- Knowledge in MS Excel
- Structural organization of libraries
- Familiarity of weights and measurements systems
- Basic understanding of French
- Knowledge of IT

RESPONSIBILITIES

R1: Responsible for the day to day operations of the petroleum data centre

DUTIES

R1: Responsible for the day to day operations of the petroleum data centre

- a) Processes data requests in order to facilitate access to relevant data
- b) Updates data inventory with new data reports
- c) Labels data storage boxes to facilitate classification
- d) Arranges data storage boxes to facilitate quick retrieval
- e) Provides monthly data centre activity reports