

# HAYAN PETROLUM COMPANY

SYRIA, Damascus

## I. Terms of Employment

1. Employee's position shall be: Electrical Expert - Control and Safety Systems Maintenance Supervisor.
2. The employment of the Employee shall be in effect as of 45 days max. From the date of signature for a definite period till six months from the effective date, plus any extension as the parties may agree.
3. Place of performing work shall be in the Hayan Facilities of Employer as well as in the other facilities of Hayan block and other locations which might be required to perform his work. In any reasonable event, the Employee may also be instructed to perform work outside his permanent work-place.
4. The Employer employs the Employee in a regular 1 month ON and 1 month OFF schedule (the mobilization and demobilization date shall not be considered as working days) the basic worktime is 12 hours a day. Besides the ON and OFF days, the salary also covers eventual extraordinary or daily overtime work as may arise according to the needs of the Employer.
5. The Employer's rights related to the employment relationship shall be exercised by the Managing director of the Employer.
6. Employee shall report to and receive instructions from the section head plant maintenance or field production management of the Employer.

## II. Employee's tasks, authority and obligations

1. The Employee's main obligation is to perform the tasks and duties specified in the job description attached hereto as Annex 1 which forms inseparable part of future Contract.
2. By a separate agreement, upon Employer's request the Employee shall also perform work for other employers temporarily.
3. The Employee shall comply with the respective provisions and regulations set out in the internal regulations of the Employer.
4. The Employee is expected to fully carry out the Employer's instructions to the best of his ability, except in cases where his own or other persons' lives, physical fitness are put at risk, or where the completion of these tasks violate any rules or regulations. The Employee is expected to act with the utmost care as required by the practice of international oil industry.
5. Employee shall accept the obligation to keep confidential and treat as confidential all commercial, contractual, technical and financial information (hereinafter referred to as the "Confidential Information") obtained and held by him in the course of the employment. Employee undertakes not to disclose or hand out such Confidential Information to any third party, and not to use it for his own purposes either during the term of the employment or following its termination. However, the Employee may disclose the Confidential Information to an Affiliated Company of Employer. Furthermore, the Employee shall comply with the relevant confidentiality provisions of the Petroleum Sharing Agreement with the Government of the Syrian Arabic Republic.

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6. In respect of the intellectual property created – in part or full – by the Employee and falling under the effect of legislation on intellectual property, the Employee shall act in accordance with the legal regulations and the relevant regulations of the Employer.

### III. Liability for damages

1. The Employee shall be liable all damages incurred by his wrongful violation of any duties and any responsibilities arising from his employment relationship:
  - a. For damage caused by willful act in full.
  - b. For damage caused by negligent act up to his 3 months average salary.
2. The Employer shall indemnify Employee fully for all damages caused by the Employer in connection with the employment relationship irrespective of his negligence.

### V. Non-competition clause

1. In the course of the employment the Employee shall not be engaged in any other employment or any other relations of employment work. The Employee shall inform the Employer of any such relations existing at the commencement of his employment and on request of the Employer he shall terminate them.
2. The Employee may not conduct on behalf of himself any such business dealings, which belong to the scope of activities of his Employer. The Employee may not be a shareholder or office-holder of any business entity with similar scope of activity to that of the Employer or of any business entity keeping regular business contact with the Employer. The Employee shall notify the Employer of any shareholders' membership, rights or position obtained in any other business entity within 8 days of its obtainment.

Annex 1

### JOB DESCRIPTION

Position: Electrical Expert for electrical equipment.

Report to: Electrical section head

Department: Maintenance.

Work location: Hayan Facilities.

Responsibilities:

- To lead and supervise a team of specialists carrying out maintenance activities on electrical equipment (Electrical motors 6.6 KV. Switch gear 400V circuit breakers, UPS, VFD Etc.) According to plan in order to assure the maximum equipment availabilities respecting all

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internal maintenance procedures and best- practices and all safety regulations and procedures.

- Selection of the best technical/ economical solutions for production facility electrical equipment.
- Electrical equipment overall design integrity and compliance with international standars, company guidelines and engineering best practices.
- Executing detailed scheduling of electrical equipment maintenance according to maintenance plan, workload, manpower availability, company procedures and priorities set by the maintenance department head.
- Checking availability of materials and ensure the withdrawal.
- Review the documentations related to the electrical drawing of equipment.
- Effectiveness, efficiency and safety of electrical maintenance activities execution.
- Quality and technical integrity of maintenance works performed.
- Assuring the application of the relevant HSSEQ procedures during maintenance work.
- Issuing work request for specialized works to be executed in the internal workshop if any.
- Drafting improvement maintenance proposals.

### Main tasks and outputs:

- Excuting detailed scheduling of power systems maintenance activities according to maintenance plan, company procedures, and priorities set by the maintenance and operation dept.
- Fault detection in power system.
- Replacement of the faulty components and performing necessary software and hardware setup.
- Troubleshooting of software and hardware, and fault rectification of communication with package systems, alarms, events and reports generation.
- Monitoring system performance activities on power systems (weekly, monthly and annual plans).
- Prepararation of the technical specifications for spare parts for power systems,updating status of spare parts.
- Participation and contribution in design/ engineering of the new power systems and in the expansion or modification of the existing systems.
- Training of HPC employees as per approved plan is a part of daily task (maintenance procedures- troubleshooting).
- System status reporting (daily, weeklyand monthly reports preparation for the activities performed).

### Required competencies (experience and knowledge):

- S.D.C.S Engineering and Programming- troubleshooting.

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- U.P.S Engineering and Programming- troubleshooting.
- G.T.G operation and maintenance - troubleshooting.
- EMERGANCY DIESEL GENERATORS operation and maintenance- troubleshooting.
- TRANSFORMERS operation and maintenance.
- low voltage Switch gear operation and maintenance.
- medium voltage Switch gear operation and maintenance
- ABB V.F.D. operation and maintenance.
- HVAC operation and maintenance.
- 66/6.6 kv ELE. SUBSTATION operation and connected with M.C.C.

### Qualification:

- 5 years of electrical power system experience in gas plant .

### Language Skills and other personal capabilities:

- Advanced level of English
- Problem solving, flexibility, innovation