

Project Services Manager

The Zophia Wind Farm is a combination of green energy, community well-being, and environmental protection. It is located in the southern part of Ukraine in the Yakimivka District of Zaporizhia region and it comprises three Zophia wind farms: Zophia I (42.5MW), Zophia II (300MW), Zophia III (450MW), with an overall planned capacity of 792 MW. Once built and operational, it will produce enough to power over 340,000 households and will contribute to a saving of 2 million tons of CO2 emissions.

Development, construction, and operation of the wind farm will be done according to internationally recognized technical, environmental and social standards. Due to its size, it will become a flagship project in Ukraine.

NBT AS, a Norway-based company which develops, operates and owns large-scale wind farms in emerging economies, is the owner of the windfarms. NBT AS has ambitious goals when it comes to renewable power, and takes pride in developing concepts to assist local communities in the area where they operate to effectuate projects that benefits the area.

We offer:

- / Challenging and interesting tasks with good development opportunities in a dynamic business environment within the renewables industry
- / Working environment with entrepreneurial and experienced colleagues
- / A small and dynamic business environment where you will be able to influence the development of the company
- / Room to create and try out new ideas and ways of working
- / Competitive terms

Project Services Manager Profile

As Project Services Manager, you will be responsible for the development and maintenance of Project Controls including cost, schedule, risk management and reporting. You will also be responsible for the provision of Project Services including Office facilities, IT, Drivers/transport, and Document Control for the Zophia Project.

This position is based in Zaporizhia region of southern Ukraine, whereas the main office is located in Kyiv.

Project Services Manager Job Duties:

- / Prepare and manage the project CAPEX budget, covering all project-related costs to allow for adequate cost control, forecasting and trending of cost including adequate tracking of all payment milestones according to EPC contract and report (cost) progress to Project Management, Lenders, and other stakeholder groups
- / Ensure that an integrated and activity-based project schedule (baseline schedule) is prepared and maintained, to allow forecasting and trending of progress made
- / Assess the impact of any changes (budget and schedule) and manage contingency usages in case needed
- / Establish, maintain and drive general project reporting in line with lenders and other stakeholders requirements and issue project reports on a frequent basis (weekly/monthly/quarterly) to Lenders and various other stakeholder groups.
- / Maintain the Change Registers in line with the projects management of change (MOC) procedures
- / Maintain the Project Risk registers and follow-up of mitigation actions
- / Ensure office facilities are being managed and ensure adequate IT setups
- / Ensure Document Control systems are appropriately managed, in line with regulatory and operational requirements
- / Participate in management meetings, as required
- / Manage own team to deliver above tasks

- / Participation in audits and reviews, as required
- / Manage HSE/Quality within the area of responsibility, follow-up of HSE/HEMP and Quality action items

Project Services Manager Skills and Qualifications:

- / Project Services professional with proven (15+ years) experience with projects of similar challenges
- / Technical or business qualification to degree level
- / Working experience in former-FSU/CIS countries is an advantage
- / Motivated individual with good communication skills for team working, yet self-sufficient
- / Working language: English; Ukrainian/Russian/Chinese an advantage
- / Ability to work within a culturally diverse environment

For further information about the job please contact Magdalena Peczek via an email at magdalena.peczek@hustadgranaas.com

Please submit your application in English by way of CV (and also preferably some references) to: info@zophiawindfarm.com