



Miclyn Express Offshore (MEO) is a leading provider of a wide range of assets and services to the offshore oil and gas industry across South-East Asia and Middle East. The company is headquartered in Singapore, and has businesses in Saudi Arabia, Qatar, UAE, Indonesia, Malaysia, Brunei and Thailand. MEO has been operation through its predecessor entitles since the 1970s. We are available at www.meogroup.com.

We are looking for a talented candidate for the following position:

Assistant Manager - HSQE

The role reports directly to the Manager – Group HSQE in the following duties:

Job Description:

- Liaising and managing the Group's HSQE staff of the business units, putting in place procedures and managing KPI statistics.
- Review Company activities and ensure compliance with HSE Policies, HSQE Plans and Procedures.
- Work seamlessly across department or team boundaries in a collaborative and constructive manner to implement Scope's strategic direction.
- Review, streamline and simplify existing procedures for improving process cycle lead-time and efficiency.
- Interface with Client HSQE Groups. Demonstrate a commitment to customer service excellence and deliver against the requirements of Scope's quality framework.
- Manage and support the development, implementation and maintenance of the Health and Safety elements of the company's HSQE Management System, and ensure that the goals and requirements of the Company's HQSE Policy and associated Standards are achieved in all activities.
- Ensure that the company's HSQE Management System supports the delivery of Regulatory Compliance and advice on compliance with relevant applicable Health and Safety Legislation and Regulations.
- Preparation or coordination of HSQE training program according to required regulations and prepare schedule of all training programs, ensure all employees receive appropriate training and participate in various committee meetings for site.
- Implement and execute HSE training plan for Company HSQE and other personnel.
- Participate in Offshore HSQE Audit, Inspection, Stand Up, Campaign etc.
- Incident Presentation to Group and Client HSQE Group.
- Promote a strong awareness and personal responsibility for HSQE with all management and supervisory personnel.
- Ensure that Contractor HSE activities comply with Company & Contractor HSE Policies & Plans, conform to the terms & conditions of the Contract and meet local statutory HSE regulations.
- Ensure that all Hazards and Risks associated with Company and Contractor work activities have been identified, assessed and actions implemented to eliminate or reduce these to ALARP.
- Review the daily, weekly and monthly HSQE site reports and statistics.
- Attends Management Meeting/Review together and presents HSQE KPIs update in monthly HSQE Meetings.
- Compile and publish HSE statistics and communicate to all management and personnel.
- Ensure that emergency preparedness and response plans are developed, documented, implemented and tested.
- Organise and facilitate training, drills and exercises for emergency preparedness and response.
- Introduce new strategies and systems, as continuous improvement plan (CIP) projects to improve performance for the Group (Specify CIP projects with numeric targets and dates).
- Lead risk assessments and studies and ensure results are addressed as work is executed.
- Develop specific safety procedures with the Site Team to address identified risks and challenges.
- Ensure that Company HSQE performance requirements are included in all contract documents.

- Ensure that the Contractor activities comply with the Contractor HSQE Plan and conform to the terms and conditions of the contract between Company and Contractor.
- Follow up accident investigations to ensure close-out or recommendations to prevent recurrence and ensure communications of results across business units and Contractor workforces.
- Promote HSQE related lessons learnt and the exchange of HSE information across business units and Contractor workforces with the goal of achieving higher HSQE awareness.
- Any other HSQE related duties that may be required by MEO Top Management.

Job Requirements:

- Team player, self-motivated and able to work independently with minimum supervision.
- Min. Diploma in Maritime/Nautical studies or other relevant discipline.
- Min. 5 years relevant experience in HSQE particularly in Marine/Shipping/Ship repair industry.
- Possess strong passion in HSQE. Knowledge of ISM, STCW 95 and ISPS standards and qualified as an internal auditor for ISO/ISM.
- Investigation training and practical experience.
- Occupational health and safety training and practical experience in HSQE related tasks.
- Experience and knowledge in ship management and marine risk management.
- Experience and knowledge in ship vetting and OVMSA regime.
- Excellent leadership, interpersonal and presentational skills and be able to build relationships with external partners.
- Able to work in fast changing environment and prioritise daily tasks on a risk management basis.
- Proficient in the use of MS Office Applications (Words, Excel, PowerPoint).
- Good written English and verbal communication skills.
- Able to travel at short notice as and when required is a must.

MEO is committed to offering our employees a safe, engaging and fulfilling workplace, with considerable opportunities for advancement.

If you are interested in joining our team, please submit your detailed resume to recruitment.sg@meogroup.com with information on current salary, expected salary and date of availability.