



JOB DESCRIPTION

Job Title:	ESIA Coordinator	Reports to (title):	HSE Manager
Department:	HSE	Location:	HCMC, Vietnam
Updated by:	HSE Manager	Date updated:	30-Jan-2020

1. POSITION PURPOSE

Coordinate Environmental & Social Impact Assessment (ESIA) activities for the Nam Du/U Minh field development project.

2. WORKING RELATIONSHIPS

Positions supervised	Direct:	None
	Indirect:	None
Working relationships	Internal:	JSE Vietnam HSE, Admin/HR, SCM, Production Project, & Drilling Teams, member of the Nam Du/U Minh project delivery team
	External:	Relevant Authorities. Third party ESIA consultancies

3. BASIC FUNCTION

- Coordinate all ESIA activities related to the Nam Du/U Minh field development project to ensure compliance with the Equator Principles as required by the project lending banks
- Coordinate the activities of 3rd party environmental consultancies (Vietnamese and International) to meet project needs as per contract/service order requirements
- Ensure ESIA activities comply with Vietnam regulatory requirements
- Coordinate ESIA scoping and mapping processes
- Liaise with relevant authorities. E.g. PVN, MONRE, DONRE, etc. and local communities
- Participate in field trips and site visits to support project ESIA activities
- Coordinate the ESIA climate change assessment, greenhouse gas alternatives assessment, transboundary impact assessment, and biodiversity risk assessment
- Prepare the project Environmental and Social Management Plan (ESMP)
- Develop the project Environmental, Social, Health, Safety & Security (ESHSS) Monitoring and Tracking Plan
- Provide reports to the Vietnam project management team and Jadestone senior management team
- Participate in project-related management meetings, as required
- Participate in meetings with environmental representatives from the project lending banks, as required
- Communicate the project external grievance mechanism to stakeholders
- Develop the project E&S Management System
- Review and comment on documents provided by 3rd party ESIA consultancies to ensure they meet the necessary standards to ensure compliance with EP/IFC performance standards
- Collaborate with ND/UM project discipline teams to support ESIA compliance activities
- Support other project-related HSE activities on an as-required basis, as directed by the HSE Manager

4. POSITION HOLDER REQUIREMENTS

Formal Qualifications	<ul style="list-style-type: none"> • Relevant Bachelor's degree in environmental studies, engineering, or HSE
Experience, Skills and Knowledge	<ul style="list-style-type: none"> • Minimum 5 years relevant experience in the Oil and Gas industry working in the HSE discipline • Familiar with offshore oil/gas field development, production, and drilling operations • Experience working offshore preferential • Sound knowledge of environmental management systems and environmental impact assessment techniques



	<ul style="list-style-type: none"> • Knowledge of biodiversity assessments, climate change assessments, and social impact assessments • Knowledge of offshore emergency response management • Knowledge of the Equator Principles, IFC Performance Standards, and World Bank EHS requirements, and their application to offshore oil and gas projects • Knowledge of Vietnam O&G regulatory processes and requirements • Experience managing external service providers and consultancies • Competent to use MS Office software (excel, word, powerpoint, and outlook)
<p>Candidate Profile</p>	<ul style="list-style-type: none"> • Demonstrates key Jadestone values: respect, integrity, safety focussed, results oriented, and passionate work ethic • Strong written and oral communication skills. Fluent in the English language • Confident and effective at communicating with colleagues, senior management, external 3rd party consultancies, and relevant authorities (e.g. PVN and MONRE) • Team player. Able to collaborate effectively with peers and colleagues • Excellent organizational and time management skills. Delivers on time. • Self-driven and trustworthy. Able to work unsupervised. • Flexible and adaptable. Able to quickly learn new skills. • Confident to ask questions and challenge norms in a respectful manner • Thorough and pays attention to detail • Vietnamese Nationality with valid passport for international travel • Be able to drive external service provider’s performance • Estimated hiring duration between 6-9 months • Be able to join field trips and make site visits to the project construction yard(s), Vung Tau supply base, and the offices of project contractors, relevant authorities, 3rd party consultancies, and JSE head office

5. AUTHORISED

JD approved by: General Manager

Signature: _____ **Date:** 31-Jan-2019