



Africa Provider Offshore Services (Pty) Ltd

Join a dynamic and challenging Project

Africa Provider Offshore Services - APOS is a Namibian Company dedicated to supporting the Oil and Gas industry in the scope of our contract with an Oil & Gas operator. We are looking for the following candidate:

Joint Venture Coordinator

Description

- Ensure the contractual (JOA) and statutory (Petroleum Agreement, Petroleum Law) obligations are fulfilled on time.
- Manage the incoming and outgoing information flows.
- Organize the logistics of the operated JV meetings, draft the minutes of the meetings, circulate them to participants and ensure constant follow-up of meeting actions.
- Maintain a frequent and constructive relationship with the stakeholders.
- Supervise the paper and electronic archiving of the JV documents.

Requirements

- Preferably a legal graduate, or must have an extensive experience in managing commercial and legal relationships involving multiple stakeholders/ partners.
- Sound technical and/ or business professional experience of 6-10 years.
- Negotiation skills and business acumen.
- Interpersonal skills and qualities of engagement, listening, ability to communicate clearly and convincingly openness, transparent work ethic and ability to take initiative, flexible and collaborative approach.
- Excellent organization skills and attention to detail.
- Fluent in English.
- Excellent reporting and writing skills.
- Highly dependable.

Please send your CV via email or the post office on the address indicated below

CONTACT@APOS-NAMIBIA.COM // PO Box: 27933 Windhoek

