

Job Title: Document Controller		Grade: C1	Section: Project Controls
Purpose: To interact and coordinate project documentation during the project life cycle.			
FUNCTIONAL RESPONSIBILITIES		RESPONSIBILITIES AND OUTPUTS	
<ul style="list-style-type: none"> ▪ To update and maintain relevant document management systems. ▪ Verify electronic hard copy documents and check drawings on project system. ▪ Check correct numbering format and update relevant Register. ▪ Support project team through project life cycle according to relevant DMS and project Governance framework 		<ul style="list-style-type: none"> • Ensure and maintain a healthy environment, safe operations, and practices. • Responsible for own and client safety • Comply to all applicable SHE policies and procedures in line with set standards. • Report defects and incidents • Administration of documents during the project close-out and handover phase • General administrative duties as directed by Project Managers/Controls Manager/Business Line Manager • Adhere to project naming and numbering conventions. Technical number system to be confirmed. • Scan documentation and liaise with external reprographics company. • Prepare and/or coordinate document change Authorizations, Document Releases, Engineering Change Proposals, Specification Changes, Notices of Revisions, as required. • Assist with preparation of tenders, and project planning activities. • Assist with control board activities, agenda, recording dispositions, maintain action item lists. • Prepare project specific document database during the project set up phase. • Establish and maintain documentation and metadata fields for all registers, libraries, and logs on the project site to support the Project Team • Prepare project reports and execution reports for distribution and produce specific summary reports. • Archive documents and produce storage information. • Maintain technical documentation, adhered to document control guidelines. • Perform general document control (photocopying, scanning, quality checking of metadata) • Process and distribute project specific documentation and liaise with the site office to monitor drawing packages and vendor documents. • Implement subsequently approved engineering changes in relation to drawings/documents. • Issue technical drawings and documentation for tender purpose • Audit technical documents to verify compliance with contract requirements. • Assist team with quality checks and audits of data entries, identifying and correcting any anomalies. • Ensure document library is consistently, timeously managed. • Provide relevant project document management support to applicable stakeholders 	
COMPETENCIES			
FUNCTIONAL		GENERIC	
<ul style="list-style-type: none"> • Computer literacy - MS Office and relevant document management system - Essential/Minimum 		<ul style="list-style-type: none"> • Integrity and ethical conduct • Teamwork • Accepting accountability • Concern for impact on safety • Quality focus • Able to work in a fast-paced and deadline-driven environment 	
LEADERSHIP			
<ul style="list-style-type: none"> • Driving accountability • Drive and energy • Initiating action • Building and maintaining stakeholder relationships • Cross-cultural awareness • Impact and influence • Organizational & Business understanding • Articulating and cascading the vision and values 			
QUALIFICATION AND EXPERIENCE INDICATORS			
QUALIFICATIONS		EXPERIENCE	
<ul style="list-style-type: none"> • GR12/STD10 / N3 - Essential/Minimum • Certificate Project / Document Management - Recommended/Desirable • ISO 9001 and 18001 Certification Recommended/Desirable 		<ul style="list-style-type: none"> • Relevant job-specific experience of 2-3 years. 	
ADDITIONAL COMMENTS			
Willing and able to travel nationally and internationally.			