


 HENGYI	Hengyi Industries Sdn Bhd 恒逸实业（文莱）有限公司		
	Job Description 岗位说明书		
	Position No.	HYBN-T5-11-0001-2023-2	
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Position 岗位名称	Deputy HOD, No.2 Refinery Departemnt (Hydrogenation Process) 炼油二部加氢精制工艺副部长	Dept.部门	No.2 Refinery Dept. 炼油二部
Supervisor's Position 直接上级	HOD, No. 2 Refinery Dept 炼油二部部长	Subordinate Position 直接下级	Process Senior Engineer/Process Engineer, Hydrogenation / Process Safety Engineer 加氢精制工艺技术主任工程师/工艺技术工程师/HSE 技术工程师
Work Schedules 工时制度	Normal Working Hours 常白班		
Position Purpose 工作概述			
<p>To accept the company leadership and direct leadership from main Head of Department (HOD); to be fully in charge of technical management and other working aspects of No.2 Refinery Dept. To assist the HOD to complete administration management work and, according to the department division, organize the tasks for unit production.</p> <p>接受公司领导和正部长直接领导；全面负责炼油二部装置工艺技术管理等方面的工作。协助部长做好行政管理工作，根据部门分工，组织完成好装置生产任务。</p>			
Minimum Requirements 任职资格			
<u>Education/Experience 教育/经验:</u> <ol style="list-style-type: none"> 1. Bachelor's degree and above; petroleum refinery and chemical engineering related major. 1. 本科及以上学历，炼油化工相关专业。 2. Experience in refinery related work and in management for at least 6 years. 2. 6 年及以上炼化企业相关专业工作及管理经验。 3. Long working experience and strong working capability, educational background requirements can appropriately loosen. 3. 工作年限较长，且工作能力强的，学历条件可适当放宽。 			
<u>Specific Knowledge & Skills & Competence 专业知识和技能:</u> <ol style="list-style-type: none"> 1. Proficiency in process flow and technology and equipped with capability of emergency planning and emergency handling of abnormal accidents for all kinds of unexpected accidents. 熟练掌握工艺流程及工艺技术、具备各类突发事故的应急预案和异常事故的应急处理的指挥能力。 2. Proficiency in production technical management, technical analysis, and accidents analysis related knowledge. 熟练掌握有关生产技术管理、技术分析、事故分析的知识。 3. Strong organizational, coordination, communication, teamwork, and leadership capabilities. 较强的组织协调能力和沟通能力和团队领导能力 4. Strong awareness of law compliance, risk awareness, system thinking, leadership, risk management ability, emergency management ability. 具有较强的守法合规意识、风险意识、体系思维、领导引领力、风险管理能力和应急管理能力和应急管理能力等； 5. Proficiency in English languages. 熟练的英语表达能力 			

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Other Requirements 其它要求: Good health, correct working attitude, decent thinking style, good professionalism, strong sense of responsibility and team spirit. 身体健康，工作态度端正，思想作风正派，有良好的职业素养，较强的责任心和团队精神。		
Job Responsibility 岗位职责		
Basic Responsibility 基本职责	1. Strictly implement the company's issued production plan and reasonable allocate resources in accordance to the company schedule; organize the production and complete production tasks according to time. 1. 严格执行公司下达的生产计划，根据公司生产安排，合理调配资源，组织生产，按时完成生产任务。 2. In accordance to this department's overall planned schedule, formulate effective measures and strictly complete the unit's various assessment indicator of the unit production, process technology in the department's economic responsibility practice; mainly responsible for production tasks, product quality, each raw material consumption and total energy consumption; 2. 按照本部门的统筹安排，制定出有效的措施，认真完成本部经济责任书中装置生产、工艺技术方面的各项考核指标；在生产任务、产品质量，各项原材料单耗及总能耗指标上负主要责任； 3. Be responsible for checking and assessing staff leave application, leave cancellation, shift replacement, etc according to the company and department's rules and regulation. 3. 按照公司和炼油二部的制度，对班组的休假、请销假、换班替岗等进行审核和考核，承担责任。 4. Be responsible for allocating daily production management staff, coordinating the unit's startup/shutdown production and important production commands and improving the coordination of production management; Issue out the production instructions of the unit, optimize the process parameters and process control of the unit. 4. 负责装置日常生产管理人员的调配，协调装置的开停工生产和重要的生产指挥，搞好生产管理的协调；下达装置的生产指令，优化本装置工艺参数及工艺流程的控制。 5. Be responsible for organizing, compiling and checking every regulation content, operation card, technical manual, production procedure, process card, technical renovation procedure, "three reagents" utilization manual and every other technical procedures of the unit. 5. 负责组织编写并审核内部装置的各类规程、操作卡、技术手册、生产方案、工艺卡片、技术改造方案、“三剂”使用手册等各技术方案 6. Organize the daily management of safety critical equipment in this department, establish and improve the list of safety critical equipment in this department, and regularly inspect, supervise and assess the implementation of responsibilities. 6. 组织本部门安全关键设备的日常管理，建立和完善本部门安全关键设备清单，定期对职责落实情况进行检查、监督和考核。 7. Supervise and implement the staff training of the department. 7. 督促和落实本部门员工培训工作的开展和实施情况并负责。	

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	<p>8. Take the lead in managing the operation of safety-critical equipment in this department to ensure that the operating indicators must comply with the requirements of the "operating procedures" and "process cards".</p> <p>8. 牵头负责本部门安全关键设备运行管理，确保各项操作指标必须符合“操作规程”和“工艺卡片”的要求。</p> <p>9. Complete other tasks assigned by superiors according to time.</p> <p>9. 按时完成上级布置的其它工作任务。</p>				
Quality Responsibility 质量职责	<p>1. To implement and carry out the relevant quality laws and regulations of the company and abide by quality integrity.</p> <p>1. 认真贯彻执行公司有关质量制度，恪守质量诚信。</p> <p>2. Understand the company's quality guidelines and objectives, establish overall quality awareness, enforce strict quality control and strive to fulfill the department's quality objectives.</p> <p>2. 理解公司质量方针和目标，树立整体质量意识，严把质量关，努力实现本装置质量目标。</p> <p>3. Consciously accept quality education and training, actively apply advanced quality methods, improve quality awareness and quality skills.</p> <p>3. 自觉接受质量教育培训，积极应用先进质量方法，提高质量意识和质量技能。</p>				
HSE Responsibility HSE 职责	<p>1. Fulfill duties and thoroughly implement the HSE guidelines and objectives of this unit;</p> <p>1. 忠于职守，认真贯彻执行公司 HSE 方针、目标；</p> <p>2. Strictly comply with HSE laws and regulations and the company's rules and regulations;</p> <p>2. 严格遵守 HSE 法律法规和公司规章制度；</p> <p>3. Be responsible for this position's HSE work.</p> <p>3. 对装置的 HSE 工作负责。</p>				
Additional information 附加说明					
Responsible Department 提出、起草、归口和解释部门			No.2 Refinery Dept. 炼油二部		
Drafter 起草人	Yang ShiHai 杨仕海	Reviewer 审核人	Sun JianHuai 孙建怀	Approver 批准人	Chen LianCai 陈连财