



GUYANA DEEP WATER OPERATIONS INC.

Finance & Administration Manager

Guyana Deep Water Operations Inc. (GDO) is the Operator of the Liza Destiny Floating Production Storage and Offloading Unit (FPSO), which will be located offshore Guyana. The Liza Destiny FPSO will be located in the Stabroek Basin, approximately 200km northeast of Georgetown offshore Guyana, and will produce oil on behalf of our client, ESSO Exploration and Production Guyana Ltd. (Exxon).

We are looking for an experienced **Finance & Administration Manager** to work in our office, located in Georgetown. This is an office-based, full-time position.

The **Finance & Administration Manager** will work closely with our Country Manager as we set-up our operations in Guyana. For the first 12 to 18 months, until the office is fully established, your role will be quite varied. You will assist multiple Discipline Leads (Procurement & Logistics, Human Resources, Technical, Safety and Environment) to prepare for operations:

- Source local vendors for a variety of goods and services;
- Provide training to local vendors on the procurement process;
- Build strong working relationships with existing vendors;
- Implement Accounting policies, practices and procedures in alignment with Corporate standards;
- Source materials and services needed to establish the office;
- Liaise with local advisors (tax, legal) and government agencies to assist in developing contracts, policies and procedures;
- Meet with Client regularly to provide updates.

The Discipline Leads work from various locations (Monaco, Houston, Halifax, Singapore) and have varying mandates that they will need your assistance to complete. You will need to manage competing priorities and provide assistance to a wide variety of individuals.

By end-2019, when the office is better established, the duties will shift to focus on Finance and Administration and building the local team and capabilities in Guyana.

To be successful in this position, the ideal candidate will have:

- Good knowledge of the business environment in Guyana, including local regulations, laws and practices;
- University degree;
- At least 8 years' overall experience with some experience in a management role preferred;
- Ability to work independently;
- Initiative to anticipate issues and find solutions;
- Excellent interpersonal and problem-solving skills and an ability to communicate effectively;
- Ability to work in a matrix organization;
- Ability to travel abroad on occasion;
- Must be a Guyanese citizen living in Guyana, ready to relocate to Georgetown if not already living there.

If you are interested in applying for this position, please submit your CV, quoting reference number **XXXX**, to:

ADDRESS

c/o NAME

At this time we are only seeking candidates who are Guyanese and currently living in Guyana.

We wish to thank all those who apply for their interest; however only those selected for an interview will be contacted.