



JOB DESCRIPTION

Position Title:	Manager, Project Services	Position Type:	Exempt
Department/Group:	Drilling & Projects	Location:	Houston, Texas
Reports To:	VP, Projects	Direct Reports:	0

Company Description

Kosmos Energy is a leading deepwater exploration and production company focused on meeting the world’s growing demand for energy. We have diversified production, a world-class gas development, and value creation opportunities from exploration in the proven basins where we operate.

Our key assets include production offshore Ghana, Equatorial Guinea and U.S. Gulf of Mexico, as well as a world-class gas development offshore Mauritania and Senegal. We also maintain a sustainable proven basin exploration program in Equatorial Guinea, Ghana and U.S. Gulf of Mexico. Kosmos has plans to grow production mainly through development projects in deep water. Kosmos is listed on the New York Stock Exchange and London Stock Exchange and is traded under the ticker symbol KOS.

As an ethical and transparent company, Kosmos is committed to doing things the right way. The company’s Business Principles articulate our commitment to transparency, ethics, human rights, safety, and the environment. Read more about this commitment in our Sustainability Report. For additional information, visit www.kosmosenergy.com.

Basic Function

The Projects Services Manager reports to the VP Projects and is responsible for developing and maintaining guidance to support Kosmos project teams in project planning and execution and to help drive standardization across the business units. The role will focus on areas including assurance, projects controls, document controls, reporting and others as required. The Project Services Manager will lead the coordination and interface with multiple project teams and provide support in implementation of the corporate guidance. Additionally, as specific initiatives are identified within the Projects function, the Project Services Manager may be tasked with leading or supporting implementation.

Essential Responsibilities and Job Duties

- Lead the development of materials to help standardize and guide project teams on assurance planning and execution including processes, guidelines, and reference material libraries.
- Lead the coordination with project teams and internal functions to develop project-specific assurance plans.
- Assist project teams in coordinating project assurance activities and manage sourcing of independent resources outside of the project team when required.
- Develop reporting to standardize communication of assurance plans, progress, and outcomes across projects for senior leadership.
- Maintain and drive continuous improvement of assurance processes, guidelines, and reference libraries.
- Lead the development of guidelines to support project teams in project planning and execution and drive standardization across projects in areas including project controls, document control, and reporting, and others as required.



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- Develop reference libraries of project documents to assist project teams in development of strategies, project planning, and documentation of project-specific plans.
- Maintain and drive continuous improvement of project guidelines and reference libraries.
- Lead or support implementation of initiatives within projects function as required.
- Handle other projects, duties and responsibilities as assigned.

Qualifications and Education Requirements

- Minimum of 10 years of projects experience, preferably with experience in project assurance and project services functions including project controls and document controls; experience in the oil and gas industry is preferred
- Bachelor’s Degree required
- Skilled with computer applications such as Microsoft PowerPoint, Word, Excel and Outlook and MS Project, and Primavera
- Experience in managing small teams in a matrix organization required
- Able to work in a fluid, fast-paced environment

Attributes

- Strong interpersonal and communication skills
- Proven ability to prioritize and multi-task; must be well-organized
- Exceptional productivity skills. Can be relied on to get the job done accurately and on time.
- Must enjoy entrepreneurial environment that often requires developing process or procedure. Must be an energetic self-starter with a passion for their work. An engaged, “hands on” team player.
- Ability to handle and protect sensitive information in a confidential and professional manner

Travel Requirements

Position requires approximately [10%] travel, domestic and international

Physical Requirements and Working Conditions

Must possess mobility to work in a standard office setting and to use standard office equipment (computer, printer, copier, etc.) stamina to maintain attention to detail despite interruptions, strength to lift and carry files weighing up to 25 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in person and over the telephone.

All qualified applicants will receive consideration for employment without regard to race, color, sex, sexual orientation, gender identity, religion, national origin, disability, veteran status, age, marital status, pregnancy, genetic information, or other legally protected status.

Reviewed By:		Date:	
Approved By:		Date:	



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Last Updated By:		Date/Time:	
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