



Document Controller - Devoll Hydropower - Albania

Devoll Hydropower SHA (DHP) is a wholly owned company within the Statkraft AS Group of companies. DHP has been awarded a Concession Agreement by the Albanian Government to develop, build, own and operate three power hydropower plants on the Devoll River in Albania with an installed capacity of approximately 280 MW. Start of construction is expected in 2013. This is a project position for 2 years with a possible extension until 2020, with future perspectives for further positions in Statkraft's large hydropower projects.

Project site is located on Devoll river, near Elbasan, Gramsh/Albania.

Your role:

The Document Controller reports to Contracts Manager for the Devoll Hydro Power Project and is part of the DHP project organization responsible for implementation of the Banja and Moglice hydro power plants.

- Monitor, quality assure and audit Owner's Engineer's document controlling routines
- Ensure controlled, reliable audit trail of the document float in the project
- Ensure the effective application of the DHP document management processes, procedures, coding standards and tool
- Ensure that all project and corporate documents are well checked and submitted on time prior to the documents submission due date
- Responsible for file validation and document controlling of both paper and electronic archive
- Manage all the project documentation in a structured way
- Ensure that documents are complete, accurate and in compliance with corporate procedures, if not ISO 9001 section 4.2.3
- Manage Project Document Management System i.e. establish structures and processes, give access to new project members, remove old users and ensure correct access rights, etc.
- Route new documents and related change notices for approval by all stakeholders

- Develop and maintain interfaces with key project stakeholders including representatives from DHP and Owner's Engineer, construction companies and suppliers
- Support contract management team in responding to project queries and status requests
- Some travelling will be required

Your profile:

- Minimum Bachelor in Civil Engineering, Finance. Preferably Master degree in related subject
- Minimum 5 years' experience in documentation and archiving or similar positions
- Fluent in English, both oral and in writing, other languages an advantage
- Proven skills in organizing, coordination and communication
- Hardworking personality with a systematic and analytical mindset
- Independent, self-propelled – a person who can follow up and deliver on time according to set standards
- Ability of working in a multinational team and work across cultural differences, socially and technically
- Computer literate in MS Office applications
- Experience from Hydropower or major civil construction projects is a benefit

Devoll Hydropower offers:

- Professional and personal development in a company experiencing growth
- A positive working environment characterized by competence, responsibility and innovation
- A diverse workplace with regard to gender, age and cultural background
- Competitive terms of employment and benefit schemes



Interested candidates are invited to submit their CV's **until 19th August 2013** under the email address: **d.marko@pendlpiswanger.at** with referential code **PPAL 104/548**