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| **JOB DESCRIPTION****CONTRACTUAL POSITION** |
| **JOB TITLE: Energy Data Officer** |
| **JOB SUMMARY:**  |
| Responsible for the data management activities and processes involved in ensuring that data integrity and quality is maintained in all energy and mineral information systems and other specialised petroleum industry applications used to manage petroleum and minerals data. Provides support in the management of the Ministry’s legacy and current physical data assets as required. |
| **REPORTS TO:** | Senior Energy Data Officer |
| **SUPERVISION GIVEN TO:**  | Energy Data Operator |
| **DUTIES AND RESPONSIBILITIES:** |
| * Sources data missing from the drilling, workover and production Inventory Registers for assigned energy companies
* Reviews and verifies data uploaded in draft by assigned energy data operators.
* Adds well general data for wells in all assigned companies’ fields that are not at present in the database.
* Uploads verified Excel Templates into the provisional petroleum database.
* Supervises the work of assigned energy data operators.
* Liaises with internal and external energy data stakeholders to resolve data issues.
* Validates and uploads data into the provisional and final energy and minerals databases.
* Carries out data management processes involved in management of physical data assets such as tapes, well logs, well files, cores and samples as required.
* Performs other data management functions in legacy data management projects as required.
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| **MINIMUM EXPERIENCE AND TRAINING:** |
| * A B.Sc. or B.A. degree in any field with a minimum of 1+ years work experience with energy sector data **OR** a Diploma in Petroleum Technology or related certification and with 3+ years’ working experience with energy sector data and information **OR** A Diploma in Information Technology or Computer Science with 3+ years’ working experience with energy sector data and information
* Experience and familiarity with data and information managed by the MEEI will be an asset
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