



GUYGAS INC.

EXPRESSION OF INTEREST (EOI)

Recruitment of Operations & Maintenance Personnel

GTE Phase I Natural Gas Liquids (NGL) Facility

Expression of Interest

Guygas Inc. invites Expressions of Interest (EOI) from suitably qualified and experienced Guyanese professionals, engineers, technicians and support personnel interested in potential employment opportunities associated with the operations and maintenance of the GTE Phase I Natural Gas Liquids (NGL) Facility.

This recruitment initiative is intended to identify and develop the professional and technical workforce required to support the facility's operational readiness, commissioning, start-up, operations, maintenance and long-term workforce development.

Where direct NGL experience is not available, relevant experience within oil and gas, LPG, LNG, petrochemical, refinery, power generation, chemical processing, manufacturing or other major continuous-process industries may be considered, depending on the requirements of the position.

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1. GENERAL MANAGER / GENERAL MANAGER DESIGNATE

POSITION PURPOSE

The General Manager will provide overall executive leadership for the operation and maintenance of the NGL facility and will be responsible for establishing and sustaining a safe, reliable, efficient and compliant operating organisation.

The position will provide overall coordination across Operations, Maintenance, Engineering, Health and Safety, Finance, Human Resources, Procurement, Warehousing, IT and Administration. The General Manager will ensure that these functions collectively support the facility's operational, production, safety, reliability and business objectives.

The position will also serve as a principal management interface with the Facility Owner, technical partners, contractors, equipment manufacturers, Government and other relevant stakeholders.

Candidates considered for appointment as General Manager Designate will be expected to participate in structured training, mentoring and competency development with a view to progressively assuming greater responsibility for management of the facility.

Key Responsibilities

- Provide overall leadership and strategic direction for the O&M organisation.
- Ensure safe, reliable and efficient operation of the NGL facility.
- Coordinate Operations, Maintenance, Engineering, HSS and corporate-support functions.
- Oversee operational readiness, commissioning, start-up, ramp-up and steady-state operations.
- Establish and monitor annual operating plans, budgets and performance objectives.
- Monitor plant availability, reliability, production, product quality and operating costs.
- Ensure effective Process Safety Management and operational-risk controls.
- Oversee emergency preparedness and incident management.
- Ensure appropriate workforce competency and staffing levels.
- Lead succession planning, knowledge transfer and workforce localisation.
- Maintain effective relationships with the Facility Owner, Government, technical partners, contractors and other stakeholders.
- Ensure appropriate financial, procurement and management controls.
- Drive continuous improvement and operational excellence.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Chemical, Mechanical, Process, Petroleum or related Engineering discipline.
- Professional Engineering registration or equivalent accreditation preferred.
- Master's Degree in Engineering Management, Operations Management,

EXPERIENCE REQUIREMENTS

- Minimum 15 years' experience in oil and gas, gas processing, petrochemical, refinery, LNG, LPG or comparable process operations.
- At least 7–10 years in senior plant or operations leadership.
- Demonstrated experience managing 24/7 process operations.

Business Administration or related field would be an asset. • Training in Process Safety Management, risk management and emergency response desirable.	• Experience with commissioning, start-up and operational readiness. • Strong experience in HSE, budgeting, workforce management and contractor management. • Direct NGL or gas-processing experience strongly preferred.
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2. OPERATIONS MANAGER / OPERATIONS SUPERINTENDENT DESIGNATE

POSITION PURPOSE

The Operations Manager will be responsible for the safe, stable and efficient day-to-day operation of the NGL facility and for ensuring that process systems are operated within approved operating limits, procedures and production requirements.

The position will lead the shift-based operating organisation and coordinate activities across process units, storage and product-transfer systems. The role will be particularly important during commissioning, start-up, shutdown, process upsets and emergency situations.

A candidate appointed as Operations Superintendent Designate will participate in structured technical development and mentoring aimed at progressively assuming full operational leadership responsibilities.

Key Responsibilities

- Direct day-to-day plant operations.
- Supervise shift operations and operating personnel.
- Monitor throughput, availability, product recovery and quality.
- Ensure compliance with operating procedures and process limits.
- Coordinate plant start-up and shutdown activities.
- Lead response to process abnormalities and operating emergencies.
- Review operating trends, alarms and process deviations.
- Coordinate with Maintenance, Engineering, HSS and Laboratory personnel.
- Monitor KPIs and ensure performance targets are achieved.
- Support commissioning and operational-readiness activities.
- Develop and review operating procedures.
- Lead competency development of Process Technicians.
- Support workforce localisation and succession planning.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Chemical, Process, Petroleum Engineering or related discipline.
- Relevant Process Plant Operations qualifications would be advantageous.
- DCS, Process Safety Management and emergency-response training desirable.

EXPERIENCE REQUIREMENTS

- Minimum 10–12 years' process-plant operations experience.
- At least 5 years in operations supervision or management.
- Experience in gas processing, NGL, petrochemical, refinery, LNG or LPG operations preferred.
- Experience with DCS-controlled facilities.
- Commissioning and start-up experience advantageous.

3. MAINTENANCE MANAGER / MAINTENANCE SUPERINTENDENT DESIGNATE

POSITION PURPOSE

The Maintenance Manager will be responsible for developing and managing the maintenance systems necessary to ensure the reliability, integrity, availability and useful life of plant assets.

The position will integrate mechanical, electrical, instrumentation, inspection and reliability activities into a coordinated maintenance programme and will oversee preventive, predictive and corrective maintenance, maintenance planning, shutdowns, turnarounds, contractors and spare-parts requirements.

Key Responsibilities

- Develop and manage preventive, predictive and corrective maintenance programmes.
- Lead mechanical, electrical and instrumentation maintenance activities.
- Establish maintenance priorities and schedules.
- Coordinate shutdowns and turnarounds.
- Implement reliability-centred and condition-based maintenance.
- Monitor equipment performance and recurring failures.
- Lead root-cause investigations.
- Coordinate specialist contractors and OEM support.
- Manage critical spare-parts requirements.
- Monitor maintenance KPIs and expenditure.
- Ensure compliance with HSE, isolation and permit-to-work requirements.
- Support commissioning and equipment acceptance.
- Develop Guyanese maintenance personnel and succession capability.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Mechanical, Electrical, Instrumentation or Maintenance Engineering.
- CMRP, Asset Management or equivalent certification preferred.
- Working knowledge of CMMS/EAM systems.

EXPERIENCE REQUIREMENTS

- Minimum 10–12 years' industrial maintenance experience.
- At least 5 years in maintenance supervision or management.
- Experience with rotating and static equipment and/or electrical and instrumentation systems.
- Oil and gas, petrochemical, refinery or similar experience preferred.
- Turnaround experience strongly preferred.

4. PROCESS ENGINEER

POSITION PURPOSE

The Process Engineer will provide technical engineering support for the operation and optimisation of the NGL facility. The position will monitor and analyse process performance across gas processing, fractionation, storage and product-transfer systems and assist Operations in maintaining safe and efficient operating conditions.

The role will support commissioning, start-up, performance testing and troubleshooting and will identify opportunities to improve throughput, recovery, process stability and efficiency.

Key Responsibilities

- Analyse plant operating data and process trends.
- Optimise plant throughput, recovery and process efficiency.
- Troubleshoot process abnormalities.
- Support commissioning and start-up.
- Develop and review operating procedures.
- Perform process calculations and technical evaluations.
- Participate in HAZOP and technical risk assessments.
- Support Management of Change.
- Provide technical support to Operations.
- Support performance testing.
- Prepare technical reports and recommendations.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Chemical or Process Engineering.

EXPERIENCE REQUIREMENTS

- Minimum 5 years' process-engineering experience.
- Gas processing, NGL, refinery or petrochemical experience preferred.
- Commissioning/start-up experience advantageous.

5. PLANT SAFETY ENGINEER

POSITION PURPOSE

The Plant Safety Engineer will provide specialist technical leadership in process safety, operational risk and the systems designed to prevent or mitigate major incidents at the NGL facility.

The position will support implementation of Process Safety Management and will provide technical input into hazard identification, HAZOP, LOPA, Management of Change, Pre-Startup Safety Reviews, Safety Instrumented Systems, incident investigations and emergency preparedness.

Key Responsibilities

- Implement Process Safety Management programmes.
- Participate in HAZOP, LOPA and PHA studies.
- Support SIS and safety-critical barrier assurance.
- Participate in Management of Change.
- Conduct Pre-Startup Safety Reviews.
- Support incident investigations and root-cause analysis.
- Conduct process-safety audits.
- Support emergency-response planning.
- Provide technical safety advice to Operations and Maintenance.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Chemical, Process, Mechanical or Safety Engineering.
- NEBOSH, IOSH, CCPS or equivalent certification desirable.
- HAZOP/LOPA training strongly preferred.

EXPERIENCE REQUIREMENTS

- Minimum 5–7 years in process or technical safety.
- Oil and gas, petrochemical or other major-hazard industry experience required.

6. SENIOR ACCOUNTANT

POSITION PURPOSE

The Senior Accountant will be responsible for maintaining the financial integrity of the O&M organisation through accurate accounting, effective financial controls, budgeting, forecasting, cost monitoring and timely financial reporting.

The position will provide management with reliable financial information required to monitor the cost and financial performance of the operation and will support accounting for suppliers, contractors, payroll, procurement and other operating transactions.

Key Responsibilities

- Maintain accounting records and general ledger.
- Prepare monthly management accounts.
- Prepare budgets and forecasts.
- Monitor operational expenditure.
- Review accounts payable and receivable.
- Support payroll accounting.
- Prepare reconciliations.
- Maintain internal financial controls.
- Support audits and statutory reporting.
- Monitor procurement and contract expenditure.
- Provide financial analysis to management.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Accounting or Finance.
- ACCA, CPA or equivalent professional qualification preferred.

EXPERIENCE REQUIREMENTS

- Minimum 5 years' accounting experience.
- Industrial, energy, construction or manufacturing experience preferred.

7. BUSINESS ANALYST

POSITION PURPOSE

The Business Analyst will provide analytical and decision-support capability to management by converting operational, financial and commercial information into meaningful reports, forecasts and performance insights.

The position will monitor KPIs, expenditure, contractual performance and operating trends and will assist management in identifying opportunities for cost reduction, efficiency improvement and better resource utilisation.

Key Responsibilities

- Analyse operational and financial performance.
- Develop management dashboards and KPI reports.
- Support budgeting and forecasting.
- Analyse operating costs.
- Support commercial and contract analysis.
- Conduct procurement and supplier-spend analysis.
- Track performance against targets.
- Identify efficiency opportunities.
- Prepare management reports and presentations.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Economics, Finance, Business, Engineering, Data Analytics or related field.
- Advanced Microsoft Excel required.
- Power BI or equivalent desirable.

EXPERIENCE REQUIREMENTS

- Minimum 3–5 years' relevant analytical experience.
- Energy, infrastructure or industrial experience advantageous.

8. PROCESS TECHNICIANS / PLANT OPERATORS

POSITION PURPOSE

Process Technicians will form the core operating workforce of the NGL facility and will be responsible for the safe, continuous and efficient operation of assigned process equipment, storage facilities and product-transfer systems.

Working within a 24-hour operating environment, technicians will conduct field rounds, monitor process conditions, operate equipment and respond to alarms, abnormal conditions and emergencies. They will work closely with control-room personnel, Maintenance, Laboratory and Engineering teams.

Process Technicians will also participate in structured training, mentoring and competency development in process operations, DCS, troubleshooting, process safety and emergency response.

Key Responsibilities

- Operate assigned plant equipment and systems.
- Conduct field rounds and inspections.
- Monitor pressures, temperatures, flows and levels.
- Identify abnormal conditions.
- Perform authorised start-up and shutdown activities.
- Support equipment isolation and reinstatement.
- Respond to alarms and emergencies.
- Complete operating logs and shift handovers.
- Coordinate with control-room and maintenance personnel.
- Support sampling and product-quality activities.
- Participate in commissioning.
- Complete required technical and safety training.

MINIMUM QUALIFICATIONS

- Diploma, Associate Degree or recognised technical certificate in Process Plant Operations, Chemical Engineering Technology or related discipline.

EXPERIENCE REQUIREMENTS

- 2–5 years' process-plant experience preferred.
- Oil and gas, LPG, petrochemical, refinery, power-generation or manufacturing experience desirable.
- Strong candidates with limited direct NGL experience may be considered for structured training.

9. MECHANICAL TECHNICIANS

POSITION PURPOSE

Responsible for maintaining the mechanical integrity, reliability and availability of rotating and static equipment throughout the NGL facility.

The position will perform planned, preventive and corrective maintenance and support equipment inspection, troubleshooting, overhaul, commissioning and shutdown activities.

Key Responsibilities

- Maintain pumps, compressors, valves and piping.
- Perform preventive and corrective maintenance.
- Diagnose mechanical faults.
- Conduct equipment inspections.
- Perform alignment and fitting activities.
- Support equipment overhauls.
- Participate in shutdowns and turnarounds.
- Maintain maintenance records.
- Support commissioning.
- Comply with permit-to-work and LOTO requirements.

MINIMUM QUALIFICATIONS

- Diploma or technical certification in Mechanical Engineering, Mechanical Maintenance or Industrial Maintenance.
- Fitting, machining, millwright or equivalent trade certification advantageous.

EXPERIENCE REQUIREMENTS

- Minimum 3–5 years' industrial maintenance experience.
- Oil and gas, petrochemical, power or heavy-industrial experience preferred.

10. INSTRUMENTATION & ELECTRICAL (I&E) TECHNICIANS

POSITION PURPOSE

Responsible for maintaining the electrical, instrumentation, control and protective systems required for safe and reliable operation of the facility.

The position will perform calibration, testing, inspection, troubleshooting and maintenance of instruments, analysers, control devices, motors, panels and related systems and will support DCS and Safety Instrumented System interfaces.

Key Responsibilities

- Maintain and troubleshoot instrumentation.
- Calibrate transmitters, switches and analysers.
- Maintain control valves.
- Support DCS/SIS field systems.
- Maintain motors and electrical equipment.
- Conduct loop checks.
- Support commissioning.
- Conduct preventive maintenance.
- Maintain calibration records.
- Respond to electrical and instrumentation failures.

MINIMUM QUALIFICATIONS

- Diploma or technical certification in Electrical Engineering, Instrumentation, Electronics or Control Systems.

EXPERIENCE REQUIREMENTS

- Minimum 3–5 years' industrial experience.
- DCS, PLC or SIS experience strongly preferred.
- Oil and gas or petrochemical experience advantageous.

11. PLANT INSPECTOR

POSITION PURPOSE

The Plant Inspector will support the facility's mechanical-integrity and asset-integrity programmes through systematic inspection and condition assessment of pressure vessels, piping, tanks and other critical equipment.

The position will monitor corrosion and deterioration, coordinate non-destructive testing and identify integrity concerns requiring repair, engineering assessment or continued monitoring.

Key Responsibilities

- Inspect pressure vessels, piping and tanks.
- Monitor corrosion and deterioration.
- Coordinate NDT activities.
- Maintain inspection histories.
- Support risk-based inspection.
- Identify equipment defects.
- Participate in shutdown inspections.
- Verify repairs.
- Prepare inspection reports.
- Support mechanical-integrity programmes.

MINIMUM QUALIFICATIONS

- Diploma or Degree in Mechanical, Materials, Welding Engineering or related discipline.
- API 510, API 570, API 653 and/or relevant NDT certification highly desirable.

EXPERIENCE REQUIREMENTS

- Minimum 5 years' inspection or mechanical-integrity experience.
- Oil and gas or petrochemical experience preferred.

12. RELIABILITY TECHNICIAN

POSITION PURPOSE

The Reliability Technician will support predictive maintenance and equipment reliability by monitoring the condition and performance of critical plant assets and identifying developing equipment problems before failure occurs.

The role will collect and analyse condition-monitoring information and support Maintenance and Engineering in reducing unplanned downtime and improving equipment availability.

Key Responsibilities

- Conduct vibration monitoring.
- Support lubrication analysis.
- Analyse equipment trends.
- Identify developing equipment defects.
- Support root-cause investigations.
- Maintain reliability records.
- Support predictive maintenance.
- Monitor critical rotating equipment.
- Recommend reliability improvements.

MINIMUM QUALIFICATIONS

- Diploma or Degree in Mechanical, Electrical or Reliability Engineering/Technology.
- Vibration Analysis certification desirable.

EXPERIENCE REQUIREMENTS

- Minimum 3–5 years in industrial maintenance or reliability.

13. FACILITIES TECHNICIAN

POSITION PURPOSE

The Facilities Technician will maintain the non-process infrastructure required for the safe and efficient functioning of the NGL facility, including offices, workshops, warehouses, buildings and associated support systems.

The position will undertake inspections, preventive maintenance and minor repairs and coordinate specialist contractors where necessary.

Key Responsibilities

- Maintain buildings and support infrastructure.
- Support HVAC systems.
- Conduct basic plumbing and electrical maintenance.
- Perform routine facility inspections.
- Coordinate specialist contractors.
- Maintain facilities records.
- Respond to defects.
- Support office, workshop and warehouse facilities.
- Support mobilisation and facility readiness.

MINIMUM QUALIFICATIONS

- Technical Diploma or certification in Building Services, Mechanical, Electrical, HVAC or Facilities Maintenance.

EXPERIENCE REQUIREMENTS

- Minimum 3 years' relevant experience.

14. LABORATORY TECHNICIANS

POSITION PURPOSE

Laboratory Technicians will be responsible for sampling, testing and analysing process streams and NGL products to verify product quality and provide reliable analytical information to Operations and Process Engineering.

The position will identify off-specification conditions, maintain laboratory equipment and ensure analytical results are properly recorded and communicated.

Key Responsibilities

- Collect process and product samples.
- Conduct laboratory testing.
- Verify product specifications.
- Maintain and calibrate laboratory instruments.
- Maintain quality-control records.
- Report off-specification results.
- Support process troubleshooting.
- Manage samples and laboratory consumables.
- Follow chemical-handling and laboratory-safety requirements.

MINIMUM QUALIFICATIONS

- Diploma or Degree in Chemistry, Applied Chemistry, Chemical Engineering Technology or Laboratory Science.

EXPERIENCE REQUIREMENTS

- Minimum 2–4 years' laboratory experience.
- Petroleum, LPG or hydrocarbon-testing experience preferred.

15. HEALTH, SAFETY & SUSTAINABILITY (HSS) SPECIALIST

POSITION PURPOSE

The HSS Specialist will support implementation, monitoring and continuous improvement of the facility's occupational health, safety, environmental and sustainability management systems.

The role will work across the organisation to promote safe work practices, monitor compliance, support risk management and contribute to the development of a strong safety culture.

Key Responsibilities

- Conduct inspections and audits.
- Monitor HSS compliance.
- Support permit-to-work systems.
- Conduct risk assessments and JSAs.
- Participate in incident investigations.
- Deliver safety inductions and toolbox sessions.
- Coordinate emergency drills.
- Monitor contractor safety.
- Maintain HSS records and statistics.
- Support environmental compliance.

MINIMUM QUALIFICATIONS

- Degree or Diploma in Occupational Safety & Health, Environmental Management, Engineering or related discipline.
- NEBOSH or equivalent certification strongly preferred.

EXPERIENCE REQUIREMENTS

- Minimum 5 years' HSE/HSS experience.
- Oil and gas, petrochemical, construction or heavy-industry experience preferred.

16. HUMAN RESOURCES OFFICER

POSITION PURPOSE

The Human Resources Officer will support recruitment, mobilisation and ongoing management of the facility's workforce, with particular emphasis on recruitment, onboarding, employee administration, training coordination, performance management, succession planning and localisation.

The role will maintain personnel and competency records and support the progression of Guyanese employees into increasingly responsible technical and management positions.

Key Responsibilities

- Coordinate recruitment and selection.
- Manage employee onboarding.
- Maintain employee records.
- Support payroll and benefits administration.
- Coordinate performance reviews.
- Maintain training and competency records.
- Support workforce planning.
- Coordinate training programmes.
- Track localisation and succession.
- Support Local Content workforce reporting.
- Assist with employee relations.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Human Resource Management, Business Administration, Industrial Relations or related discipline.
- Professional HR certification advantageous.

EXPERIENCE REQUIREMENTS

- Minimum 3–5 years' HR experience.
- Technical or industrial recruitment experience preferred.

17. CONTRACTS ADMINISTRATOR / BUYER

POSITION PURPOSE

The Contracts Administrator / Buyer will support the procurement of equipment, materials, spare parts and services required for the operation and maintenance of the facility.

The position will manage procurement activities from identification of requirements through supplier sourcing, quotation or tender, evaluation, purchase-order or contract placement, delivery and supplier-performance monitoring.

Key Responsibilities

- Prepare RFQs and tender packages.
- Source suppliers.
- Obtain competitive quotations.
- Support technical and commercial evaluations.
- Prepare purchase orders and contracts.
- Administer supplier agreements.
- Monitor delivery and contractual obligations.
- Maintain procurement records.
- Monitor supplier performance.
- Support local supplier participation.
- Ensure procurement compliance.

MINIMUM QUALIFICATIONS

- Bachelor's Degree or Diploma in Procurement, Supply Chain Management, Business Administration, Engineering or related discipline.
- CIPS qualification preferred.

EXPERIENCE REQUIREMENTS

- Minimum 3–5 years' procurement or contracts experience.
- Industrial or oil-and-gas procurement experience preferred.

18. WAREHOUSE & MATERIALS SPECIALIST

POSITION PURPOSE

The Warehouse & Materials Specialist will ensure that spare parts, tools, consumables, safety equipment and other materials required for plant operation and maintenance are properly received, inspected, stored, preserved, controlled and issued.

The role will maintain appropriate inventory levels, including critical spares, and coordinate closely with Maintenance and Procurement to ensure materials are available when required without unnecessary inventory expenditure.

Key Responsibilities

- Receive, inspect and issue materials.
- Maintain inventory records.
- Monitor stock levels and reorder requirements.
- Manage critical spares.
- Coordinate with Maintenance and Procurement.
- Ensure proper storage and preservation.
- Conduct stock counts.
- Maintain warehouse security.
- Support commissioning inventory.
- Maintain ERP/materials records.

MINIMUM QUALIFICATIONS

- Diploma or Degree in Supply Chain Management, Logistics or Materials Management.

EXPERIENCE REQUIREMENTS

- Minimum 3 years' warehouse or materials-management experience.
- Industrial or oil-and-gas experience preferred.

19. IT SPECIALIST

POSITION PURPOSE

The IT Specialist will be responsible for the availability, security and effective operation of the business information-technology systems supporting the O&M organisation.

The position will maintain computers, networks, communications, user accounts, business applications, backups and cybersecurity controls and provide day-to-day technical support to personnel.

The position will primarily support business IT systems. Responsibility for specialised Operational Technology, DCS and SIS systems will remain with appropriately qualified instrumentation, controls or specialist technical personnel unless the IT Specialist possesses the necessary competencies.

Key Responsibilities

- Maintain computers and business networks.
- Administer user accounts.
- Provide technical support.
- Maintain cybersecurity controls.
- Manage backups and recovery arrangements.
- Maintain IT asset records.
- Coordinate specialist IT vendors.
- Support business applications.
- Maintain IT documentation.
- Support data-protection requirements.

MINIMUM QUALIFICATIONS

- Bachelor's Degree or Diploma in Information Technology, Computer Science or Information Systems.
- Microsoft, Cisco, CompTIA or cybersecurity certification desirable.

EXPERIENCE REQUIREMENTS

- Minimum 3–5 years' IT support or systems-administration experience.
- Industrial experience advantageous.

20. ADMINISTRATIVE OFFICER

POSITION PURPOSE

The Administrative Officer will provide the organisational, documentation and logistical support required for the efficient day-to-day functioning of the O&M organisation.

The position will support management and technical departments with correspondence, records, meetings, schedules, travel, accommodation, office requirements and general administration. During mobilisation and start-up, the role will also assist with personnel movements, site access, accommodation and other administrative logistics associated with establishing the operating organisation.

Key Responsibilities

- Provide administrative support to management and technical teams.
- Maintain correspondence and records.
- Coordinate meetings and schedules.
- Support travel and accommodation arrangements.
- Maintain document-control systems.
- Assist with reports and presentations.
- Coordinate office requirements.
- Support personnel mobilisation.
- Assist with site-access administration.
- Liaise with service providers.
- Maintain confidentiality of corporate and employee information.

MINIMUM QUALIFICATIONS

- Diploma or Degree in Business Administration, Management, Office Administration or related discipline.
- Strong Microsoft Office proficiency.

EXPERIENCE REQUIREMENTS

- Minimum 3 years' administrative experience.
- Industrial, project, construction or oil-and-gas experience advantageous.

General Requirements for All Applicants

Applicants should demonstrate a commitment to safety, professionalism, integrity, teamwork, continuous learning and operational excellence.

Candidate Screening & Selection Process

Depending on the position, shortlisted candidates may be required to undergo:

- ✓ Verification of academic, professional and technical qualifications;
- ✓ Structured interviews and technical competency assessments;
- ✓ Practical or trade testing for technical positions;
- ✓ Reference and background checks;
- ✓ Medical fitness-for-duty assessment;
- ✓ Applicable drug and alcohol testing;
- ✓ Mandatory HSE and site-induction training; and

Shift Work Notice: Certain operational and technical positions will require employees to work rotating shifts, nights, weekends and public holidays in accordance with the facility's approved operating roster.

Designate & Succession Roles: Candidates selected for Designate or succession positions will be expected to participate in structured development programmes, mentoring and periodic competency assessments as part of the progressive transfer of responsibilities to qualified Guyanese personnel.

Submission of Expressions of Interest

Interested persons should submit the following documents:

1. Curriculum Vitae (CV);
2. Cover Letter identifying the position being applied for;
3. Copies of relevant academic, professional and technical qualifications;
4. Copies of applicable licences and professional certifications; and

Applicants should clearly identify the **position title** in their submission. Only shortlisted candidates will be contacted for the next stage of the recruitment and assessment process.

SUBMISSION DETAILS & INSTRUCTIONS

Submission Deadline: September 18, 2026

Submission Email: hr@guygas.com

Email Subject Line: Expression of Interest – [Position Title]

GUYGAS INC.

Expression of Interest – GTE Phase I NGL Facility Operations & Maintenance Workforce