

## Requisition form for Manpower Supply

No. ....

Department/Project OE-EM / OE-EM-EM2 ..... would like to request for the placement of

Position Project coordinator/project engineer ..... Required staff .....1..... person(s) as

☒ Additional ☐ Replaced for ..... ☐ Extended .....

### Employment Condition

- Duration .....1.....(Year)
- Employment Contract Start Date 1 Jan 2021 ..... Employment Contract End Date 31 Dec 2021
- Working Day .....5 days per week
- OT Percentage Expect ☒ 10% ☐ 15% ☐ 20% ☐ 25% Other (please specify).....
- Outside Rayong ...5..... day(s)
- Outside Thailand ..... day(s)

### Qualifications

- Gender ☒ Male ☐ Female
- Education bachelor's degree of Mechanical Engineering .....
- Work Experience 5 Years up .....

Proposed by .....

Department/Division (. Jakkrit W. <G-MP-EM2>)

GGC Requestor

Date...../...../.....

Dear.....(GGC VP) ①

- ☐ Approve
- ☐ Other .....

Signature...../...../.....

(Jakkrit W. <G-MP-EM2>)

GGC Division Manager

Dear C-HR (GC ME) ②

- ☐ Approve
- ☐ Other .....

Signature...../...../.....

(.....)

GGC VP

Dear.....(GC ME VP) ③

CC. ....

For your information and consider your staff to supply the project detailed above

Signature...../...../.....

(Mr. Tawatchai Singkiao)

C-HR

Dear C-HR (GC ME) ④

- ☐ Nominates Staff's Name.....
- ☐ Sourcing by External Candidates

Signature...../...../.....

(.....)

GC ME VP

### **Job responsibility**

- Prepare/perform preliminary feasibility study package for PIM gate 1 VAC review & gate 1 approval
- Prepare/perform preliminary feasibility study package for PIM gate 2 approval
- Prepare/perform preliminary feasibility study package for PIM gate 3 approval
- Prepare/perform for TOR, technical specification, technical bid evaluates, technical clarification, co-operate with procurement team and others party concern to follow up PR/PO
- Responsible for project control schedule, construction work
- Co-ordinate with vendor, supplier, contractor and others party concern in engineering work and construction work
- To be eMOC champion for eMOC system
- Prepare/perform PSSR