



## **SAIPEM has vacancy for Health Management Personnel**

### **RESPONSIBILITIES AND DUTIES**

- Assist Top Management in defining the Health Management Strategy for Saipem/BU/Operating Company, by updating the relevant periodic proposals
- Define and propose to Top Management the policies, guidelines, standards and procedures regarding health protection, ensuring that the HMS is defined, updated, improved and disseminated
- Develop, issue, distribute and update different health related Software program
- Assure the development of health related information and training tools for the issues of worldwide interest
- Develop health prevention and promotion programs, defining the strategies and methods of their implementation across Saipem
- Create, issue and distribute reports, highlighting the statistics, results and improvement recommendations of different health related initiatives
- Define annual Health Performance Indicators, coordinate their monitoring and assure their evaluation and analysis, present the results to the Management
- Assure support related to health during the bidding process
- Ensure that, upon site specific health survey, the projects are provided with proper medical resources, facilities, equipment and organization (including MEDEVAC), granting the coordination of the activities
- Carry out, fulfilling the Quality requirements, health related audits
- Interview, select, and recruit, together with HR, key medical personnel. Perform annual evaluation and prepare development program or take an active part in these activities
- Define minimum requirements for a proper organizational and operative management of the health and medical Service related to qualifications, duties and responsibilities of health professionals, equipment and setting up of medical facilities, training programs and teaching materials, protocols for fitness medical examinations
- Organize, in coordination with HR, SVOR and ICT, specialized training for Health professional
- Coordinate the identification of authorized International and local third party hospitals/clinics for pre-employment and periodical examination of Saipem employees
- Ensure that telephone medical consultations are available 24/7/365 including identification, contacts and authorization chain with international medical and evacuation service provider
- Ensure the optimization of overhead costs and achieve defined targets within the department s budget
- Present and promote Saipem HMS to the clients (internal and external), competitors and partners within O and G Industry
- Maintain an Inter-departmental relationship and cooperation with HR and QHSE managers on issues pertaining to Human resources management and Q, H, S, E and Sustainability



- Contribute to develop a company philosophy by spreading Saipem best practices and respecting the values of S, H and E
- Assure that Health risk assessment has been done and kept updated
- Plan, perform, follow up Health Audit
- Develop health and medical emergency management system
- Define, update, spread and continuously improve Saipem Health system
- Assist the top management in defining the health management strategies
- Coordinate different health and medical related activities by handling respective issues related to the Corporate, Division, operating company and/or country

### **SKILLS**

- Strong presentation skills
- Strong analytical skills with the ability to collect, analyze and present data.
- Information Technology Skills: Proficiency in Microsoft Office Suite.
- Highly accountable, detail oriented, and responsible.
- Excellent organizational skills and attention to detail.
- Ability to maintain confidentiality and high level of honesty and integrity
- Strong work ethic, practical, organized, directive and flexible.

### **QUALIFICATION AND EXPERIENCE**

- Bachelor's degree in Health Administration, Public Health Administration, Nursing, Or Health Management
- Minimum of 4 years experience in Health Coordination
- Extensive knowledge of Health risk assessment, specific health survey and protocols

Please send your resume with the subject "**Health Management Personnel**" to [saipemgycareers@saipem.com](mailto:saipemgycareers@saipem.com)

Please note, the closing date for applications is **December 21<sup>st</sup>, 2021.**

**Qualified candidates will be contacted.**