

# A leading Oil and Gas operating company in Qatar has the following vacancies.

- Office Assistant / MK-1**

To carry general clerical, administrative and typing functions, related to the activities of the group and the Global Marketing Network; to type various material using a typewriter or word processor, takes dictation and transcribes materials from shorthand or written manuscripts into typed drafts for supervisor's review and correction, handling incoming & outgoing mails of the Commercial and Marketing group and the Global Marketing Network.

Successful candidate should have a certificate of completion of Secondary (12 years) education followed by college diploma, preferably in business related major, 3 years' experience in personnel/administration work, ability to operate word processing equipment and type in English (40-50 w.p.m.) or Arabic (30-40 w.p.m.), good knowledge of English, computer literacy.
- Supply Chain Manager / MK-2**

To manage the operational activities of the Supply Chain department related to Trade and Shipping & Transport by implementing and monitoring Department's procedures to ensure smooth flow of activities.

Successful candidate should have B.A. in Business Administration or equivalent, 12 years experience in related field preferably in a major industrial petrochemical environment, excellent knowledge of spoken and written English, computer literate.
- Supply Chain Coordinator / MK-3**

Provides clerical and secretarial support to the Supply Chain Department, coordinates with Production Planning Office regarding monthly sales forecasts and further shipping requirements for Sales Department, coordinates with shipping coordinators, confirming availability of sufficient space for current and forecasted orders, Schedule division meeting, records minutes, maintains filing system in coordination with the shipping and trade coordinators.

Successful candidate should have bachelor's degree in Business Administration or equivalent, 3 years experience in general administrative work, very good knowledge of spoken and written English, computer literacy.
- Asst. Planning & Business Development Manager – Global Network Support / MK-4**

To control, manage, and organize all financial related issues of the Global Marketing Network as per local regulations, Supervises, compiles and furnishes all financial data of Global Marketing Network to Finance Group for any periodical closings, Coordinates, supervises, communicates and creates financial setup for business partners, Verifies documents and arranges payments with Finance Group for Global Marketing Network including stock movement to Overseas Warehouses and office expenses in accordance with contractual rates for individual supplier, in addition to all group related service fees or commissions for other than normal sales.

Successful candidate should have Bachelor's Degree in Commerce or equivalent, 9 years of experience in financials, excellent knowledge of written and spoken English, computer literacy.
- Global Network Support Coordinator / MK-5**

To organize and administer financial transactions with the global network offices and warehouses; to assist and implement global network budget, maintains the Global Marketing Network related expenses in the defined system in order produce accurate reports for sales analysis, Arranges essential mail in priority action, and act as recording secretary; prepares account minutes.

Successful candidate should have Bachelors Degree in Business Administration/Commerce, or equivalent, 3 years experience in general administrative work, very good spoken and written English, computer literacy.
- Business Support Coordinator / MK-6**

To provide administrative support to the Group on IT systems, operational, statistical and financial activities, maintains complete sales records for all the products as per defined procedures and policy, Scrutinizes and verifies actual expenses' bills from vendors (freight, stock movement to warehouses, insurance, survey fee, etc) against approved contractual rates; maintains records in the system; make necessary requisitions & receipts and authorizes for payment as per agreed procedure and policy, Makes adjustments to variations in direct sales expenses from the agreed rate in Accounts Receivable as directed.

Successful candidate should have Bachelors Degree in Business/Computers, or equivalent, 3 years experience in general administrative work, very good spoken and written English, computer literacy.
- Asst. PR Manager - Hospitality & Events / PR-1**

To supervise all activities related to COMPANY's participation in events, hospitality and social activities both locally and abroad including preparation for any signing ceremonies for GM or Group Manager, Commercial and Marketing.

Successful candidate should have bachelor degree in Event Management/Exhibition or Business Administration or equivalent, 9 years' experience in all areas of Public Relations in the oil or petrochemical industry, very good knowledge of spoken and written English and Arabic, computer literate.
- Graphic Designer/Photographer / PR-2**

Creates professional graphic designs and identifies standards for communications, supervises outsourced projects, acts corporate photographer as required. Creates layouts, design artworks, develops visual aspects for all Company publications, creates and develops media using digital art and photographic techniques, liaises with the Web developer to ensure proper development, maintenance and updating as per the contractual obligation.

Successful candidate should have completed Secondary School (12 years) education followed by relevant Diploma or equivalent, 5 years experience in corporate industrial publication design, fluency in English, excellent command of design related computer applications and programs.
- Secretary / PR-3**

To provide secretarial and administrative support in English and Arabic to the Department Manager and members of the Department.

Successful candidate should have completion of Secondary (12 years) education, Diploma in secretarial skills (minimum 1 year), 3 years' experience in clerical, administrative or secretarial work, good spoken and written English, ability to type in Arabic and English at 30 wpm, computer literacy.
- Process Specialist (Process Safety & Environmental) / ES-1**

The major tasks are to provide technical support in all matters related to process safety and environmental matters, making recommendations and ensures that all process safety modifications are implemented in compliance with company change management procedure and Safety & Environmental Policies, initiating HAZOP studies as necessary or Environment impact assessments in accordance with overall company HSE requirements, reviews need for Safety Integrity Level (SIL) studies of the plants , leads all HAZOP studies on major and minor modifications.

Successful candidate should have B.Sc. in Chemical Engineering or equivalent, working knowledge of industry, regulatory guides and Codes, petrochemical industry safety standards and environmental regulations. And using major engineering standards, 8 years' operational and technical experience in the petrochemical industry, preferably with knowledge of ethylene and polyethylene processes, very good spoken and written English and computer literacy.
- Senior Inspector (Material/Certification) / ES-2**

Performing inspection and tests of the incoming materials to ensure its quality and conformity with purchase order and company's specifications. Follows up and organizes the inspection carried out by external inspection agencies for certification of lifting equipment, and transportable cylinders as per the assigned procedures or international codes. Carry out Qualification of both company's and contractor's welders. Provides non-destructive testing for static equipment (steam, gas and other equipment) when required.

Successful candidate should have completed Secondary School (12 Years) education, followed by two years formal training in non-destructive testing and welding inspection, 6 years experience in inspection and maintenance works and to be good spoken and written English & computer literacy.
- Inspector & Senior Inspector (Static Equipment) / ES-3**

Inspects and tests static equipment (pressure vessels, piping, & pressure safety valves), lifting equipment, and transportable cylinders or assigned equipment by his superiors. Provides and carry out non-destructive testing for static equipment (steam, gas and other equipment) and carries out welding inspection.

Successful candidate should completed Secondary School (12 Years) education, followed by two years formal training in non-destructive testing and welding inspection, 6 years experience in inspection and maintenance works, Good spoken and written English and computer literacy.
- Inspector (Condition Monitoring) / ES-4**

Inspects and tests rotating and reciprocating machines for vibration levels and its structural integrity to ensure its reliable operating condition. The equipment to be under these controls includes compressors, turbines, electric motors, air blowers and pumps. Carries out vibration analysis and establishes the first diagnostic of machine condition to be finalized and approved by vibration monitoring leader. Carries out the visual inspection, hardness, roughness and the required NDT for the machines dismantled parts when deemed necessary to ensure their fitness for further use.

Successful candidate should completed Secondary School (12 Years) education, followed by two years formal training in rotating machines including compressors, steam turbines, gas turbines, pumps, fans, electric motors and vibration measurement and analysis, 5 years experience in inspection or maintenance work, and must have experience in any CMMS and any computerized management system, Good spoken and written English and computer literacy.
- Analyst (Mechanical) / ES-5**

Carries out detailed design work including translating design briefs and/or conceptual designs into detailed engineering drawings, flow diagrams and schematics and preparing materials take-off lists and bills of quantity. Prepares specifications, data sheets and initiates procurement. Makes field visits as requested to take measurements. Work covers new additions to plant or process improvement modifications.

Successful candidate should have Bachelor of Engineering Discipline, 6 years experience in detailed engineering, project planning and coordination in design office of an engineering firm or process plant, Good spoken and written English and computer literacy.
- Reliability & Optimization Specialist (Mechanical & Electrical) / ES-7**

Develop the reliability requirements for plant asset, establish an adequate reliability program and perform appropriate analysis and tasks to ensure asset optimization in terms of operation and cost. Utilize plant/equipment failure data and carry out timely analysis in order to identify the root causes of failures which can facilitate implementation of adequate corrective and preventive actions to improve the Reliability and Availability of the plant.

Successful candidate should have B.Sc. in Mechanical Engineering, Electrical or Control Engineering or equivalent, 8 years maintenance experience in the oil or petrochemical industry, good spoken and written English and computer literacy.
- Group Manager, Finance / FN-1**

Manages all overall financial activities of the company including but not limited to general accounting and consolidation, finance, tax, budget, planning, audit, treasury, insurance, cost control, risk analysis and its management and payroll. Participate in strategic planning and analysis. In charge of reporting the financial performance to the Board of Directors including KPI.

Successful candidate should be a Post Graduate in Business or Commerce, preferably in Finance and have 10 years experience in the same field. He should have excellent spoken, written English and Arabic skills and should be computer literate.
- Senior Budget Analyst / FN-2**

Develops, interprets, and implements complex financial and budgeting concepts, or techniques for financial planning and control. Analyze complex profit plans, operating records, and financial statements. Analyze financial information to determine present and future financial performance. Establishes data bases of pertinent information for use in analyzing future plans and forecasts. Analyzes, co-ordinates and reports the corporate financial planning policy to ensure the efficiency of financial resources contribution within the organization. Manage integration of budgeting, forecasting and business planning based on financial resources, capabilities and competitive advantages.

Successful candidate should have a degree in B.A./B.Sc. in Accounting or equivalent and have 5 years experience in management/cost accounting. He should have Very good spoken & written English.
- Accountants Payable Accountant / FN-3**

Performs variety of accounting duties related to accounts payable including vendor invoice registry and obtaining approval for payment. Checks & monitors accounts payable balances. Reconcile creditors' accounts regularly. Participate in the closing of the Financial Accounts.

Successful candidate should have a Bachelor's degree in accounting or equivalent with a minimum of 2 years experience in accounts payable activities or general accounts.
- Assistant Corporate Accountant / FN-5**

Assists in performing a variety of accounting and administrative duties related to general ledger. Basic functions include documents preparation, detail checking of transactions posting to general ledger, reviews and reconciliation of general ledger accounts, and checks and updates transactions in the fixed assets register.

Successful candidate should have a Bachelor's degree in accounting or equivalent with 3 years working experience in corporate accounts mainly handling GL, AP, AR and FA.
- Treasury Assistant (Disbursements) / FN-6**

To perform various treasury clerical duties, mainly processing payments to vendors, managing LOCs, bank guarantees, advance payments, receivables and cash, checks payments in addition to liaison with other departments on issues such as handling of company's overseas employees salaries and office rent.

Successful candidate should have a Bachelor's degree in accounting or equivalent with 2 years treasury disbursements or general accounting experience
- Business Analyst / GM-1**

Formulates five years business plan for the company, guides & assists in preparation of departmental targets; prepares comprehensive report on operational activities on regular basis and for board reports of the company or its affiliates. Economic evaluation of the projects in coordination with representatives from shareholders. Prepares & submits financial projections, prepares excellent business presentations using power-point and other MS software packages.

Successful candidate should have MBA or equivalent degree with minimum 8 years experience.
- Strategy & Balanced Scorecard Coordinator / CP-1**

Facilitate implementation of Strategic Business Plan actions and KPIs, Coordinate, review, analyze and update performance data, seek completion of task as per KPIs, Assist in implementation and monitoring of the company's QMS.

Successful candidate should have a Bachelor of Science Degree or equivalent with minimum 6 year experience in Strategic Business Planning and Performance Measurement Systems. Should be a certified QMS Auditor.
- Internal Auditor / IA-1**

Conduct internal audit and risk management. Address areas of concern and impact by using a systematic and disciplined approach to evaluate and improve the effectiveness of risk management, internal controls and corporate governance processes.

Successful candidate should have a Bachelors Degree or equivalent with majors in audit management, risk management, business administration, accounting or IT related fields. Should have a minimum 6 years experience in including risk management, internal, external and IT audits.
- HR Administrator / HR-1**

Carries out a variety of clerical duties related to personnel administration. Includes processing, filing and retrieving various personnel action forms, opening and maintaining files for newly recruited employees, compiling and preparing simple statistical tables on employees as requested by supervisor.

Successful candidate should completed Secondary School (12 years) education with minimum 4 years experience in Personnel/Administration work, excellent written and communication skills is essential for this position.
- Payroll Controller / HR-4**

Directs and participates in a variety of accounting activities related to payroll and other employee related payments. Includes designing and implementing the payroll on the computer, checking & making calculations of employees' leave days and other employee related payments, distributing and charging the payroll entries to their specific account.

Successful candidate should have been graduated from relevant discipline and have minimum 4 years experience as a payroll controller. Excellent written and spoken skills in English and good MS office skills is required for this position.
- Head of Safety (Polyolefin) / HS-1**

Leads the Safety & Fire Fighting Section. Supervises the activities of the personnel in the Safety and Fire Fighting Section. Supervises the provision of a safe work environment for all the company's employees, properties and contractors personnel. Supervises and controls the provision of safety and fire fighting protection services in all industrial and non-industrial areas of the Company. Ensures that effective policies, procedures and standard instructions are implemented, that all staff are provided with on-going training in safety, emergency and fire fighting procedures and that all related equipment is installed and maintained in full working condition. Provides first line judgment , interference and participate as the leader or member of an emergency situation team for any emergency response in the company or its subsidiaries. Prepares, develops and implement the OHSAS 18001 standard requirements based Safety Management System and carries out the Internal and External Safety Audits.

Successful candidate should have B.Sc. in Safety & Fire Fighting Engineering or equivalent, 10 years of experience in fire, safety and environmental positions including supervisory and instructing experience, very good spoken and written English.
- HSSE Specialist / HS-2**

Participates in the development of procedures and standard instructions covering safety, firefighting, and hazard intervention and loss prevention. Participates in studies related to safety concerning COMPANY's activities. Evaluate and report the emergency drills conducted by Fire Fighting Section covering all areas in COMPANY plants. Review the emergency response scenarios and carries out training programs for Plants Second Intervention Teams & COMPANY Fire Fighting Staff.

Successful candidate should have B.Sc. Safety, Firefighting or Chemical Engineering, 8 years experience in Fire, Safety and Emergency matters in the oil, gas and petrochemical industry, Excellent technical writing ability, good spoken and written English. Good computer literacy.
- Safety Leader / HS-3**

Supervises the provision of a safe work environment for all Company employees, properties and contractors' personnel in the Plant. Assisting in safety training programs; auditing and site inspection plan.

Successful candidate should have B.Sc. in Safety/Petroleum/Chemical engineering or equivalent, to be certified on National Examination Board in Occupational Safety and Health (NEBOSH) or equivalent, 6 years' experience in safety in the petrochemical industry including at least 3 years as a Safety Foreman, good spoken and written English plus computer literacy.
- Safety Agent / HS-4**

Carries out a variety of safety duties including the issue of work permits, ensuring that adequate safety measures are taken and safety equipment is made available for maintenance work to be carried out, testing various types of safety equipment, including all storages and loading activities.

Successful candidate should completed Secondary School (12 Years) education, plus 2 years diploma/training on safety, 5 years' experience in safety in the petrochemical industry, very good knowledge of English.
- Firefighting Foreman / HS-5**

On his assigned shift, directs all Fire Fighting, first aid and rescue activities. Attends fires and other emergencies as required. Drives, operates and maintains, on shift basis, all fire-fighting equipment such as all mobile vehicles and other fire pumps, hoses, nozzles, and fire truck, to combat fire, rescue lives and prevent loss or damage to property. Carries out the instruction of the Fire Fighting Foreman during normal and abnormal situations. Activities are shift based and cover the company's plants and its belongings. Work is usually on a standby basis with regular work being of a maintenance or administrative nature.

Successful candidate should completed Secondary School (12 Years) education, 5 years' experience in fire fighting in an oil, gas or petrochemical processing plant requiring knowledge of the plant and processes, possession of a heavy duty driving license, good knowledge of English, must be physically fit and able to withstand heights and confined spaces, to be certified from a recognized International Fire Fighting School and certified on National Examination Board in Occupational Safety and Health (NEBOSH).
- Shift Firefighting Agent / HS-6**

Attends fires and other emergencies as required. Drives, operates and maintains, on a shift basis, all fire-fighting equipment such as all mobile vehicles and other fire pumps, hoses, nozzles, and fire truck, to combat fire, rescue lives and prevent loss or damage to property. Carries out the instruction of the Fire Fighting Foreman during normal and abnormal situations. Activities are shift based and cover the company's plants and its belongings. Work is usually on a standby basis with regular work being of a maintenance or administrative nature.

Successful candidate should completed Secondary School (12 Years) education, 3 years' experience in fire fighting in an oil, gas or petrochemical processing plant requiring knowledge of the plant and processes, possession of a heavy duty driving license is required, Knowledge of English.
- Head of Corporate Learning & Development / LD-1**

To develop, implement and monitor effective training programs aimed at improving competency and productivity of the organization's workforce. Identify training & development needs through job analysis, appraisal schemes and consultation with departmental managers. Formulate annual training plan considering costs of planned programs and assessing return on investment in line with company objectives. Monitor, evaluate and report on training activities and effectiveness and document processes through procedures.

Successful candidate should have relevant bachelor degree, proven record of accomplishing Learning and Development Functions in large oil, gas, industrial or petrochemical organization, 8 years of experience (GCC region) and exposure to multi-functional organization (production, engineering, IT, HSE and Marketing) in multi-cultural environment, experience in design, plan, organize and direct orientation & training programs for individual and groups, knowledge of principles and procedures for employees training, development and personnel information systems, confidence to implement and follow through on effective change management solutions, experience in quality issues to drive improvements through target setting and Key Performance Indicators, active listener with strong interpersonal, analytical, communication and computer skills.
- Mechanical Leader (Supervisor) / MN-1**

To supervise the multi-craft mechanical maintenance activities in the workshop and all plants. To receive daily work orders from the Planning section, and to monitor work quality taking corrective action for efficient and timely completion of all jobs in safe manner, allocates resources to daily activities, unit shut downs and major General Shut Downs and executes them according to schedules ensuring efficient, safe and timely completion of all jobs

Successful candidate should have bachelor degree in Mechanical Engineering or equivalent, 6 years experience in mechanical maintenance and repair of machinery and equipment, fluency in both written and spoken English, computer literacy.
- Electrical Leader (Supervisor) / MN-2**

Directs & supervises the maintenance and repair of the Company's overall electrical equipment and systems. Coordinates and guides the subordinates in carrying out electrical maintenance activities between different areas of the plant, optimizing efficiency and minimizing down time and cost. Prepares the Section's annual budget and submits for approval. Prepares the monthly reports and submits to the higher authorities. Ensures and enforces all the safety rules and regulations.

Successful candidate should have bachelor degree in Communication, Electronics, Instrumentation/Engineering or equivalent, 6 years experience in instrumentation/automatic control maintenance preferably in chemical company, good spoken and written English.
- Electrical Leader (Supervisor) / MN-2**

Directs & supervises the maintenance and repair of the Company's overall electrical equipment and systems. Coordinates and guides the subordinates in carrying out electrical maintenance activities between different areas of the plant, optimizing efficiency and minimizing down time and cost. Prepares the Section's annual budget and submits for approval. Prepares the monthly reports and submits to the higher authorities. Ensures and enforces all the safety rules and regulations.

Successful candidate should have B.Sc. in Electrical Engineering, 6 years experience in electrical maintenance preferably in chemical company. Good spoken and written English.
- Senior Planner / MN-3**

To plan, prepare and co-ordinate materials, resources, technical support documentation and schedule the maintenance activities (including major overhaul and shutdowns), reviews equipment performance and recommends necessary Preventive Maintenance to its performance.

Successful candidate should have bachelor degree in Mechanical/Electrical/Instrumentation Engineering or equivalent, 5 years experience in maintenance in the oil/petrochemical industry, fluency in both written and spoken English, computer literate.
- Technicians – Mechanical, Electrical & Automation (Analyzers) / MN-4**

**Mechanical:** Carries out the skilled overhauls, maintenance and repair of various types of equipment and machinery, including regular monitoring and rectification of defective equipment on site or inside the workshop and testing of new machinery according to supervisor instruction. Optimizes the utilization of maintenance resources.
- Electrical/Automation:** Carries out complex maintenance for variety of electrical/automation systems, equipment and plant networks in accordance with established schedule. Performs minor electrical/automation modifications to the plant as per the drawings given to him to enhance the efficiency of equipment/plant. Isolates and consolidates the electrical/automation equipment as per requirements of production. Trouble shoots all types of electrical/automation breakdowns as required.

**Analyzer:** Analyzers should have the skills of ON-LINE PGC (Process Gas Chromatograph) components and fundamentals. The principle of different gas streams. The principle of measuring different components in the same stream.

Successful candidate should completed Secondary School (12 years) education, followed by 2 years formal training in (mechanical), (electrical), (instrumentation or auto control) maintenance or equivalent (respectively), 5 years experience in (mechanical), (electrical), (instrumentation or auto control) work (respectively), preferably in chemical company, fair understanding of English and computer literacy, driving license is preferred.
- Project Mechanical Leader (Piping) / MP-1**

Provide engineering expertise in the Piping/High Pressure Piping & Equipment discipline from the Basic Engineering phase, through Detailed Engineering, Construction, Precommissioning up to the Commissioning and Handover of the Project. Review, supervise, comment and approve the piping design starting from basic design up to as built stage. Provide specialist support during Procurement, Construction, Precommissioning and Commissioning, ensuring that deliverables are compliant with the approved design and specifications. Participate in project activities in order to ensure a safe, operable and economic design within the framework of the project budget, operational requirements, specifications and schedule.

Successful candidate should have a B.Sc. degree in the relevant engineering discipline with a Minimum of 10 year experience preferably in a petrochemical or oil and gas industry with 10 years as senior engineering position with High Pressure piping & Equipment design and construction, preferably in a Contractor or Client Project Management Organization.
- Project Document Control Specialist / MP-2**

Provide documentation management expertise starting from the basic engineering phase, through detailed engineering, construction, precommissioning up to the Commissioning and Handover of the Project. Monitor, distribute and file all project documents starting from basic design deliverable up to final handover documentation. Provide specialist support for Engineering, QA/QC, HSE, Construction, Precommissioning and Commissioning teams ensuring that all distributed documents are latest revision. Custodian of all project documentation, will organize and update the Project Documentation Register, Project Archive in both hard and electronic formats, in accordance with the Project Quality Plan. The Project Document Control Specialist participates in all Project activities ensuring controls and corrective actions are in place to ensure full documentation compliance and easy retrievability.

Successful candidate should have a B.Sc. degree in the relevant engineering discipline with a Minimum of 10 year experience preferably in a petrochemical or oil and gas industry with 5 years as project controls senior engineer position, preferably in a Contractor or Client Project Management Organization.
- Business Development Specialist / MP-3**

Source, screen, analyze, plan and develop new business opportunities proposed of variable dimensions, related to petrochemical businesses and/or combined integrated businesses. Interact with high level internal positions, and external business executives from petrochemical sector, seeking for the development joint investments in Qatar and/or in international market. Coordinate with high level advisors or consultants in the sector, and coordinates the execution of studies, price scenarios, economic & financial analysis related to the portfolio of projects at hand. The position demands business development expertise with primary focus on petrochemical ventures development, and as a minimum a strong background in the development of large petrochemical investments, where several alternative feedstock's may be selected, with highly complex process configurations and with the need for a clear understanding of economics associated to chemical value chains.

Successful candidate should have a B.Sc. degree in Business Administration, Economics, Engineering or equivalent with a Minimum of 10 years relevant experience in business development.
- Project Auto Control Leader / MP-4**

The basic function is to provide construction expertise in during Construction and Precommissioning up to the Commissioning of the Project. Supervise and control the site construction activities performed by Contractors and report progress. Monitor contractors' daily activities ensuring safety on site in compliance with HSE standards and Project approved HSE Plan. Participate in project activities to ensure a safe execution of the construction, and compliance with operational requirements, specifications and schedule.

Successful candidate should have a B.Sc. degree in the relevant engineering discipline with a Minimum of 8 year experience preferably in a petrochemical or oil and gas industry with 5 years in a supervisory position.
- Project Mechanical Leader (Static) / MP-5**

Provide construction expertise in his discipline during Construction and Precommissioning up to the Commissioning of the Project. Supervise and control site construction activities performed by Contractors and reports the progress. Monitor contractor's daily activities ensuring safety on site is maintained compliant with HSE standards and Project approved HSE Plan. Participate in project activities in order to ensure a safe execution of the construction, and compliance with operational requirements, specifications and schedule.

Successful candidate should have a B.Sc. degree in the relevant engineering discipline with a Minimum of 8 year experience preferably in a petrochemical or oil and gas industry with 5 years in a Contractor or Client Project Management Organization.
- Head of Project Pre-Commissioning / MP-6**

To provide precommissioning and commissioning expertise from the end of Construction phase, through Pre-commissioning, Commissioning and Handover of the Project; review, supervises, comments and approves the precommissioning and commissioning procedures and provides specialist support for Engineering and Construction. Participate in all Project activities in order to ensure a safe, operable and economic plan within the framework of the project budget, operational requirements, specifications and schedule.

Successful candidate should have a Bachelor of Science Degree in a relevant engineering discipline preferably in Chemical Engineering. Should have a minimum 10 years experience in petrochemical or oil and gas industry and at least 10 years as precommissioning and/or commissioning superintendent position for LDPE plants, preferably in a Contractor, Client Project Management or Operations Organization.
- Engineering Manager / MP-7**

The main objective is to provide engineering expertise and leadership for Engineering and Project Control Teams in order to develop, implement and follow-up the engineering packages starting from Feasibility Studies, License Agreements, ITB's and FEED, up to the finalization of Detailed Engineering, Construction, Precommissioning and final handover of the Projects.

Successful candidate should have a Bachelors Degree in engineering. Should have a minimum 12 years experience process project engineering, design, construction commissioning and maintenance and operations of large scale petrochemical installations. A thorough knowledge of engineering codes and standards. Experience with design work in a facility processing Ethylene, Polyethylene and Sulphur Removal will be an advantage.
- Project Mechanical Rotating Specialist / MP-8**

Provide engineering expertise in his discipline from the Basic Engineering phase, through Detailed Engineering, Construction, Precommissioning up to the Commissioning and Handover of the Project. Review, supervise, comment and approve the design starting from basic design up to as built stage. Provide specialist support during Procurement, Construction, Precommissioning and Commissioning, ensuring that his discipline deliverables are compliant with the approved design and specifications. Participates in project activities related to his discipline in order to ensure a safe operable and economic design within the framework of the project budget, operational requirements, specifications and schedule.

Successful candidate should have a B.Sc. degree in the relevant engineering discipline with a Minimum of 10 year experience preferably in a petrochemical or oil and gas industry with 5 years as senior engineering position, preferably in a Contractor or Client Project Management Organization.
- Contract Administrator and Cost Controller / MP-9**

Provides support at all stages of contract administration including drafting of contracts, negotiation and issue of final contracts for signature. Ensures compliance of terms and conditions to all concerned parties. Ensure the integrity of the records of contractual nature, inclusive confidential records entrusted to his keeping, prepares and finalizes project reports, cost reports and presentations, ensuring all are in compliance with Company requirements and procedures.

Successful candidate should have B.Sc. in relevant economics or legal discipline or equivalent, minimum experience 10 years in contract administration, preferably in petrochemical or oil and gas industry, with minimum 5 years at a senior level on large projects with a Contractor or Client Proficient in speaking and writing English, conversant with legal framework/ international commercial laws, knowledge of computer applications: Microsoft Office, Lotus Notes, Adobe Acrobat and financial and procurement software etc.
- R&D Leader / QC-1**

This position will provide technical leadership for projects as required developing new polymer grades starting with concept stage and ending with transition to early commercialization. Major responsibilities include working closely with Technical Customer Service needs and opportunities to develop new polymer product grades that add value for both the customers and allow top line, profitable growth for the company, working with in-house process engineers, TCS or outside suppliers to define & prove feasibility of any new product needed, using stage gate process for product development and commercialization, collaborate with other scientists and engineers in operations, TCS, Universities and Research Center's for new product development and lead projects & supervise one or more technicians.

Successful candidate should have Ph.D. degree in Polymer Chemistry, Organic Chemistry, Materials Science, or a related field, 8 years experience in polyolefin product or process R&D or in process engineering, excellent knowledge of polymer materials, polymer processing, and structure property relationships in products such as PET, polyethylene LD, LL, HDPE, polypropylene, or other traditional thermoplastic materials, requires excellent communication and project management skills, demonstrated capability to create innovative technical solutions, must have excellent English communication skills.
- R&D Specialist / QC-2**

Devise and carry out R&D tasks approved by management directed towards the development of polyolefin products for improved performances or new applications, this includes: Development of New Products Grades, Existing Product Maintenance, Existing Product Enhancement. Apply a broad knowledge of principles and specialization practices to complete difficult to complex polymer product research and development assignments and studies.

Successful candidate should have Master's in Polymers chemistry, Organic Chemistry, Materials Science, or a related field, minimum of 8 years experience with polyolefin Research and Development, expertise with laboratory analysis practices and characterization and techniques, very good knowledge of polymer materials, polymer processing, and structure property relationships in products such as PET, polyethylene, polypropylene, or other traditional thermoplastic materials, excellent knowledge of polymer, good communication, creative problem-solving, record-keeping skills, good spoken and written English.
- Head of Product Planning & Shipping / QTF-1**

Manages the legal department and acts as legal adviser to the General Manager and Board and all Departments; represents the company in all legal disputes; reviews and negotiates contracts and agreements; handles all insurance matters. Acts as the Secretary of the Board of Directors and the Secretary for the meetings of the General Assembly and prepares the minutes of such meetings and follows up on decisions of the Board of Directors and the General Assembly. Sends notices of meetings and related documents to the Board Members and Shareholders representatives.

Successful candidate should have Law degree from a recognized university, 12 years experience in different fields of legal work, including exposure to specific areas of insurance, fluency in both written and spoken English and Arabic, computer literate.
- Senior Legal Counsel / LG-2**

Assists the Manager, Legal Department in all matters and performs legal matters referred to him by the Manager, including review and preparation of draft contracts and agreements; review of Company tender documents and negotiating contracts and agreements. Replaces the Legal Department Manager in the event of his absence.

Successful candidate should have Law degree from a recognized university, 9 years experience in legal work and insurance in industrial companies, including 2 years on the job training in insurance, fluency in both written and spoken English & Arabic, computer literate.
- Housing Coordinator / GS-1**

Carries out general clerical, administrative and typing functions; follows up and checks the civil, mechanical and electrical work done by different contractors related to the maintenance of Company housing and a bachelor camp; performs routine maintenance work on houses in emergency cases, attends personally to emergency calls received from employees or their families and tries to resolve their complaints and reports to Housing Foreman accordingly, records the readings of water and electricity meters of all houses on a monthly basis, and submits them to Housing Foreman.

Successful candidate should have certificate of Secondary (12 years) education, 3 years' experience in personnel/administration & housing maintenance, ability to operate word processing equipment and type in English (50-60 w.p.m.) or Arabic (40-50 w.p.m.), fluency in both written and spoken English, computer literacy.
- ERP Project Administrator / IT-9**

To provide administrative and secretarial support to the Head of ERP Projects including business communication, co-ordinating diaries, liaising with project staff, writes minutes of meeting, co-ordinates project calendar, administers and updates project plan, prepares project related presentations, and supports the project staff by facilitating project logistics such as meetings, conference rooms etc.

Successful candidate should have a certificate of Higher Secondary (12 years) education followed by relevant Diploma or equivalent, minimum 5 years of office administration experience, iterate and excellent knowledge on Microsoft Office Vision and MS Project, awareness of accredited project management methodologies (e.g. PMP, PRINCE2, etc.) and Project Co-ordination/Management will be an added advantage.
- Legal Manager / LG-1**

Manages the legal department and acts as legal adviser to the General Manager and Board and all Departments; represents the company in all legal disputes; reviews and negotiates contracts and agreements; handles all insurance matters. Acts as the Secretary of the Board of Directors and the Secretary for the meetings of the General Assembly and prepares the minutes of such meetings and follows up on decisions of the Board of Directors and the General Assembly. Sends notices of meetings and related documents to the Board Members and Shareholders representatives.

Successful candidate should have Law degree from a recognized university, 12 years experience in different fields of legal work, including exposure to specific areas of insurance, fluency in both written and spoken English and Arabic, computer literate.
- Senior Legal Counsel / LG-2**

Assists the Manager, Legal Department in all matters and performs legal matters referred to him by the Manager, including review and preparation of draft contracts and agreements; review of Company tender documents and negotiating contracts and agreements. Replaces the Legal Department Manager in the event of his absence.

Successful candidate should have Law degree from a recognized university, 9 years experience in legal work and insurance in industrial companies, including 2 years on the job training in insurance, fluency in both written and spoken English & Arabic, computer literate.
- Housing Coordinator / GS-1**

Carries out general clerical, administrative and typing functions; follows up and checks the civil, mechanical and electrical work done by different contractors related to the maintenance of Company housing and a bachelor camp; performs routine maintenance work on houses in emergency cases, attends personally to emergency calls received from employees or their families and tries to resolve their complaints and reports to Housing Foreman accordingly, records the readings of water and electricity meters of all houses on a monthly basis, and submits them to Housing Foreman.

Successful candidate should have certificate of Secondary (12 years) education, 3 years' experience in personnel/administration & housing maintenance, ability to operate word processing equipment and type in English (50-60 w.p.m.) or Arabic (40-50 w.p.m.), fluency in both written and spoken English, computer literacy.
- Materials Coordinator / MT-2**

Provides administrative support to the Materials Department, ensuring efficient operation of the office of the Materials Manager, follows up deadlines and other details in respect of tender processes; monitors receipt of offers against tenders; passed Bids to Materials Manager Secretary for Opening after fixing the Tender opening and ensures security of commercial offers as necessary as per company policy, administers all matters relating to Tender Bonds and the Performance Bonds in coordination with Finance Department.

Successful candidate should completed secondary school (12 years) education, 3 years' office management or highly responsible Secretarial/Administrative experience, fluency in both written and spoken English, computer literate.
- Contract Specialist / MT-3**

To research suppliers, vendors and service contractors locally and overseas to identify potential sources for required materials, products and services; to negotiate all matters relating to contracts, including preparation of tender documents, handle all and evaluation, analyses and tenders groupings of requested purchases of products/services to classify as suppliers or inquiries in accordance with established Company procedures, prepares and processes tenders for long term contracts for provision of permanent services, coordinating with requesters on details and conditions to be included contract, conducts pre-bid site visits and clarification meetings in conjunction with the user departments and prospective bidders.

Successful candidate should have Bachelor degree in Business Administration/Engineering or equivalent, 8 years experience, 5 of which in purchasing including expediting & contracts management, preferably in Petrochemical industry, and 2 years in hands-on maintenance and/or production experience with exposure to ISO QMS and EMS in the same industry is desirable, fluency in both written and spoken English, computer literate.
- IT Manager / IT-1**

Manages, plans and controls the provision of integrated, cost effective IT services to support the Company's operations. Directs and controls systems acquisition, development, installation and operation and office automation to ensure the Company continues to be efficiently served by its investment in hardware, software and human resources. Ensures the continued security and integrity of systems and ensures continuous protection & integrity of the Company Data. Provides services to cover applications and systems in the technical, operational, financial and administrative areas of the Company. Ensures these services are provided in an environment of rapid technological change and an increasing demand for innovative solutions.

Successful candidate should have Bachelor degree in Computer Science or equivalent with a minimum of 12 years varied Information Technology experience, ideally in a similar industrial/commercial environment, including at least 4 years' managerial experience.
- Head of IT, Communication & Security / IT-2**

Plans, develops, provides, maintains, upgrades and manages a secure, highly available, efficient, cost effective IT communication and security infrastructure for COMPANY (and its associates) applications. Meets the needs of the company for secure web access, and of the users for specialized applications.

Successful candidate should have bachelor degree in Computer Sciences (minimum 3 years), or Communications or equivalent, 9 years diverse information systems experience, with the emphasis on Network, IT infrastructure, Security, Domino and web technologies etc. Ideally in a similar industrial/commercial environment, including at least 4 years' supervisory experience. Must have managed a comprehensive data network, wide area network, IT infrastructure development, IT security issues, Domino infrastructure, web and firewall infrastructure.
- Sr. System Administrator / IT-3**

The person filling this position will be responsible for maintaining and supporting the company's development servers and 24x7 Time-Critical production architecture, which run under a variety of Operating Systems like RedHat, Windows Server 2003/2008 and Tru64 Unix. The selected candidate should specialize in Linux with proven experience with popular vendors hardware architectures and should also have mid-level experience administering and supporting Windows and LAN/WAN architectures. Experience in Domino Messaging is a definite plus.

Successful candidate should have bachelor degree in Computer Sciences with a minimum of 8 years of experience in an architect/engineer/support capacity for critical Linux environments and minimum of 3 years in supervisory role with certification in RHCE or MCSE. One or more of the following certifications is Desired: Vendor certified Storage Administrator, Vendor Certified Systems Engineer, VMware Certified Professional, VMware Infrastructure.
- Data Center Administrator / IT-4**

Participates in planning, operates, administers, maintains and upgrades Servers and related hardware for the company (and its associates). Operates, administers and maintains Data Center facilities (both Mesaieed and Doha) for hosting company's (and its associates') servers and communication devices. Operates adequate, secure, recoverable and redundant storage environment for the servers. Performs routine and ad-hoc backup and restore processes. Operates, administers, maintains and assists in tuning the Advanced SAN Storage systems. Ensures the data center is well maintained, protected and to the industry standard for a data center for company (and its associates).

Successful candidate should have Degree or Diploma in technical qualification in Computer Sciences or equivalent. Microsoft MCP and UNIX basic certification with a minimum 6 years diverse information systems experience, with the emphasis on IT operations and managing server farms and data centers. Ideally in a similar industrial/commercial environment. Thorough knowledge of storage management skills including data backup and restore. Good communication and negotiations skills, decision making and problem solving skills.
- Information Analyst / IT-5**

Explores corporate business intelligence (BI) opportunities by working closely with business users to translate business requirements into a logical model. Proposes enterprise-level business intelligence solutions that will empower senior management with valuable analytical information to take strategic decisions and also to address overall BI requirements of various business units. Overall responsible for the Data Warehouse, Business Intelligence and OLAP systems and all IT controlled databases. Project lead from the IT Departments perspective, the ERP Project, in terms of defining requirements, setting up resources and schedules, and overseeing implementation with other key users and IT personnel.

Successful candidate should have Bachelor degree in Computer Sciences or Engineering or equivalent with 6 years experience in System analysis and programming plus 2 years Data Warehouse design and implementation experience. 2 years experience of Business Intelligence systems and design of universes preferably in Business Objects. Through knowledge and experience of Oracle Databases, exposure to other databases will count towards overall database experience.
- Operation System Administrator / IT-6**

Plans, operates, administers, maintains and upgrades Servers and a variety of Operating Systems, to run applications and related activities for company (and its associates). Includes business applications, domain and Active Directory authentication, mail, web and web applications. Manages user accounts, user profiles, quota and operating system controlled access rights. Takes measures such as performance fine tuning, regular backups, job resource allocation to ensure that company systems are highly available, secure, and performing optimally from the operating systems and hardware perspective

Successful candidate should have Bachelor degree in Computer Sciences or equivalent with 6 years diverse information systems experience, with the emphasis on IT operations and operating systems. Ideally in a similar industrial/commercial environment plus MCSE and Linux certification. Sound understanding of Unix Operating Systems.
- Network Administrator / IT-7**

Plans, installs, develops, provides, maintains, upgrades, monitor and manage a secure, highly available, efficient, cost effective Network and communication infrastructure including Local Area Network, Intranet, Wide Area Network, Wireless networks, Virtual Private Network, PABX system, Fiber Optic backbone, structured cabling, Network and communication Devices, Routing Protocols that meets the tactical and strategic communication requirements of company (and its associates).

Successful candidate should have Bachelor degree in Computer Sciences or equivalent with 6 years diverse Information Technology experience, with the emphasis on Network and communication infrastructure or similar technology, and must have experience in Networking and communication devices. Ideally in a similar industrial/commercial environment. Thorough knowledge of internet working technologies, networking IOS, Spanning Tree Protocol, Routing protocols like RIP, IGRP, EIGRP, OSPF and VRRP.
- Sr. Database Administrator / IT-8**

Plan, design, implement, maintain, upgrade and manage secure, highly available, high performing corporate databases and business applications environment. Creates as necessary: Tests, Trainings, Developments and Production environment for databases and business applications. Performs capacity planning to handle the growth and needs in terms of volume, performance, users and resources. Liaises with Business Solution Team, Application and database vendors for acquisition/renewal of licenses upgrades and day to day support.

Successful candidate should have bachelor degree in Computer Sciences or equivalent with 6 years' experience in database administration activities including system implementation, systems analysis and design
- ERP Project Administrator / IT-9**

To provide administrative and secretarial support to the Head of ERP Projects including business communication, co-ordinating diaries, liaising with project staff, writes minutes of meeting, co-ordinates project calendar, administers and updates project plan, prepares project related presentations, and supports the project staff by facilitating project logistics such as meetings, conference rooms etc.

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Attractive salary package and benefits are offered to the successful candidates.

To apply, please e-mail your resume to [recruitmentforqatar@gmail.com](mailto:recruitmentforqatar@gmail.com) stating the POSITION CODE in the subject field within a maximum of ten days from today.