

Position Title	Experience	Vacancies	Work Schedule	العنوان الوظيفي	الخبرة	العدد المطلوب	جدول العمل
Personnel Officer	3 years' experience in HR and Admin, preferred in Oil & Gas. Degree in HR, MBA or any related field.	-1-	Daily schedule 5/2	منسق شؤون الموظفين	3 سنوات خبرة في مجال الموارد البشرية و الادارة، يفضل في حقل النفط و الغاز. حاصل على شهادة في الموارد البشرية او ادارة الاعمال.	-1-	نزول يومي
Payroll Coordinator	3 years' experience in payroll administration. Degree in accounting or commerce.	-1-	Daily schedule 5/2	منسق كشف رواتب الموظفين	3 سنوات خبرة في ادارة رواتب الموظفين. حاصل على شهادة في المحاسبة او التجارة.	-1-	نزول يومي
Engineer – Under Development	Positions designated for new graduated engineer's master's degree holders, the required fields are Petroleum, Subsurface, Chemical, Geophysics and Geologist.	-4-	Daily Schedule 5/2	مهندس – تحت التطوير	وظائف مخصصة للمهندسين المتخرجين حديثا من حاملي شهادة الماجستير، الاختصاصات المطلوبة هندسة نفط، مهندس كيميائي، جيو فيزياء و جيولوجي.	-4-	نزول يومي

 <b>JOB DESCRIPTION</b>	Doc. No.
	Revision No.:
	Date:

#### 1. JOB DETAILS

Job Title:	Personnel Officer	Job Grade:	TBD
Reports to:	HR Manager		
Department:	HR		
Section:	Personnel		
Location:	Siba		

#### 2. JOB OBJECTIVE

Support all HR functions, handling the admin work including all employees' hard documents and soft copy.

#### 3. JOB DIMENSIONS

Number of staff supervised:	Direct Reports:	XX
	Total:	XX

#### 4. KEY ACCOUNTABILITIES

Description
<ul style="list-style-type: none"> <li>• Supporting all HR functions which includes; <ul style="list-style-type: none"> <li>➢ Supporting compensations and benefits section in collecting monthly time sheets, keeping a record of employee's annual leave.</li> <li>➢ Supporting Recruitment whenever required in coordination of interviews.</li> </ul> </li> <li>• Updating and monitoring the master sheet.</li> <li>• Handling all admin work in HR department, including employees' personal documents.</li> <li>• Responding to employees inquires in relation to company policies.</li> <li>• Issue and monitor employment contracts.</li> <li>• Issue of employment certificates when requested by employee.</li> </ul>
<p><b>Health, Security, Safety and Environment.</b></p> <ul style="list-style-type: none"> <li>• Follow all relevant company's health, security, safety and environmental policies, processes, procedures and instructions to ensure Health and Safety compliance in all aspects of work by applying them on self, others and corporate assets.</li> </ul>
<p><b>Reporting</b></p> <ul style="list-style-type: none"> <li>• Contribute to the preparation of timely and accurate reports to meet department requirements, policies and standards.</li> </ul>

#### 5. COMMUNICATIONS & WORKING RELATIONSHIPS

<p><b>Internal:</b></p> <ul style="list-style-type: none"> <li>• Business / Managers.</li> <li>• Employees.</li> <li>• HR Team.</li> </ul> <p><b>External:</b></p>
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- N/A

**6. DECISION MAKING AUTHORITY**

- Key decisions having significant impact on Human Resource Administration are referred to the Head of HR for approval before implementation.

**7. QUALIFICATIONS, EXPERIENCE & SKILLS**

- Minimum Qualifications:**
- Bachelor's Degree in HR or Business Administration or any related discipline
- Minimum Experience:**
- 2 -4 years' experience in a similar environment
- Job-Specific Skills:**
- Organization & Multi-Tasking Skills
  - Time Management
  - Creativity
  - Coordination Skills
  - Teamwork & Cooperation
  - Good Interpersonal & Communication Skills
  - Proficient IT Skills

**8. APPROVALS**

<b>Line Manager (Dept. Manager / Section Head)</b>	
_____	_____
Signature	Date
<b>Human Resources:</b>	
_____	_____
Signature	Date

 <b>JOB DESCRIPTION</b>	Doc. No.
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#### 1. JOB DETAILS

<b>Job Title:</b>	Payroll Coordinator
<b>Reports to:</b>	Compensation & Benefits Specialist
<b>Department:</b>	Human Resources
<b>Section:</b>	Compensation & Benefits
<b>Location:</b>	Siba

#### 2. JOB OBJECTIVE

To perform a wide range of HR functions and coordinate/assist the department in managing day to day activities and provide support for smooth payroll run and ensure maintenance of accurate data base while ensuring compliance with HR policies and procedures.

#### 3. JOB DIMENSIONS

<b>Number of staff supervised:</b>	<b>Direct Reports:</b>	None
	<b>Total (including any dotted line reports)</b>	None
<b>Annual Capital Budget managed (if any)</b>		US\$

#### 4. KEY ACCOUNTABILITIES

Description
<ul style="list-style-type: none"> <li>• Complete payroll data entry in salary action document (excel) on monthly basis with accurate information of new joiners, leavers, promotions, increments, bank change etc.</li> <li>• Collect and organize timesheets, overtime sheets every month from each department for expats, local employees and consultants. Run monthly report and track down any missing timesheet/ overtime sheet in a timely manner and always made available for auditors or for any query.</li> <li>• Keep an updated record of employees' overtime on monthly basis in excel and advise the ceiling limits when required.</li> <li>• Administer, track and keep updated record of expats rotation leave balances, local employees leave, such as annual, sick, unpaid, marriage and maternity leaves. for both local employees and consultant staff.</li> <li>• Assist in BOC audit queries, coordinate with internal auditor for submission of any data.</li> <li>• Assist in processing of medical claims of local employees and coordinate with insurance company for any issues.</li> <li>• Prepare certificates of employment for employee's bank account opening, salary certificates, promotion or change letters as required.</li> </ul>

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**6. QUALIFICATIONS, EXPERIENCE & SKILLS**

<p><b>Minimum Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Educated to degree level, preferably in accounting or commerce field.</li> <li>• Experience in payroll administration is desirable.</li> <li>• Excellent computer skills, especially in Microsoft Excel.</li> <li>• Strong organization skills and keen attention to detail.</li> <li>• Proficient in English and Arabic both written and spoken.</li> </ul> <p><b>Minimum Experience:</b></p> <ul style="list-style-type: none"> <li>• 2-3 years' experience preferably in administration of payroll.</li> </ul> <p><b>Job-Specific Skills:</b></p> <ul style="list-style-type: none"> <li>• Proficient in MS Office.</li> <li>• Good knowledge of general HR Operations.</li> <li>• Well versed with, local tax and labor regulations.</li> <li>• Excellent communication skills at all levels of management.</li> <li>• Team building and good interpersonal skills.</li> </ul>
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**7. APPROVALS**

<b>Line Manager (Dept. Manager / Section Head)</b>	
_____	_____
Signature	Date
<b>Employee:</b>	
_____	_____
Signature	Date

- Assist in completing the process and processing of timely payments of final settlements of leaving employees.
- Provide guidance, answer queries and assist employees on concerns related to payroll and benefits in a timely and efficient manner.
- Builds strong relationships with peers, other departments, and managers to best meet HR department goals and objectives.
- Act as liaison between the department and other stakeholders i.e. employees, banks, auditors and professional resources to ensure that everyone receive best HR responses.
- Assumes general HR administrative duties for the department as and when required.
- Assist in the implementation for automation of various HR processes.
- Other duties as requested by the HR Manager.

**Key deliverables**

- Timely collection of time sheets and keep an updated payroll data records all times.
- Provide guidance, answer queries and assist employees on their salaries, medical claims and insurance issues and day to day HR matters on the best customers services principles.
- Ensure integrity / confidentiality of the H.R data including data related to new hires, terminations, transfers, salary changes etc.

**Policies, Systems, Processes and Procedures**

- Contribute to the identification of opportunities for the continuous improvement of systems, processes and practices to increase productivity and operational efficiency.
- Implement all relevant policies, processes, procedures and instructions so that work is carried out in a controlled and consistent manner.

**Health, Security, Safety and Environment**

- Ensure compliance with all relevant health, security, safety and environmental management policies, procedures and controls within own area, monitoring, reviewing and evaluating on a continuous basis, to guarantee employee safety, legislative compliance, delivery of high-quality service and a responsible environmental attitude.

**5. COMMUNICATIONS & WORKING RELATIONSHIPS**
**Internal:**

- Management
- Siba employees
- All departments

**External:**

- Bank
- Insurance Company

 <b>JOB DESCRIPTION</b>	Doc. No.
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#### 1. JOB DETAILS

<b>Job Title:</b>	<b>Petroleum Engineer / Under Development</b>	<b>Job Grade:</b>	<b>TBD</b>
<b>Reports to:</b>	<b>Head Reservoir Engineering</b>		
<b>Department:</b>	<b>SubSurface</b>		
<b>Section:</b>	<b>Petroleum Engineering</b>		
<b>Location:</b>	<b>Siba Field</b>		

#### 2. JOB OBJECTIVE

Iraqi National, to work under supervision of Snr. Petroleum Engineer and learn practical Petroleum engineering knowledge to be able to work independently as PE in 5 years, handling all areas of Petroleum engineering, including, but not limited to, well performance analysis, reservoir surveillance program, production and operation analysis, well integrity risk analysis, well work/completion design and performance analysis.

#### 3. JOB DIMENSIONS

<b>Number of staff supervised:</b>	<b>Direct Reports:</b>	<b>0</b>
	<b>Total:</b>	<b>0</b>

#### 4. KEY ACCOUNTABILITIES

Description
<p><b>To learn Petroleum Engineering practical knowledge, including following:</b></p> <ul style="list-style-type: none"> <li>• Perform production allocation on the daily basis;</li> <li>• Prepare SoR for well service and surveillance program;</li> <li>• Coordinate with Well Services/Drilling for execution of well service and surveillance program;</li> <li>• Review data requisition and analyze surveillance program;</li> <li>• Provide input for well architecture/design and analyze well vertical flow performance (Pipesim/Prosper);</li> <li>• Provide support to reservoir engineers for simulation and well testing;</li> <li>• Investigate and propose remedial actions for well operation related issues;</li> <li>• Be able to provide technical assistance on-site (i.e. field) if required;</li> <li>• Keep abreast of new technology and apply for well performance enhancement;</li> <li>• Develop and maintain strong working relationships with reservoir engineering, operation/production, and drilling/well service teams.</li> </ul>
<p><b>Networking</b> Ensure sharing capabilities with in various locations.</p>
<p><b>To learn Policies, Systems, Processes and Procedures</b></p> <ul style="list-style-type: none"> <li>• Implement all relevant policies, processes, procedures and instructions so that work is carried out in a controlled and consistent manner.</li> </ul>
<p><b>Health, Security, Safety and Environment.</b></p>



## JOB DESCRIPTION

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- Follow all relevant company's health, security, safety and environmental policies, processes, procedures and instructions to ensure Health and Safety compliance in all aspects of work by applying them on self, others and corporate assets.

### 5. COMMUNICATIONS & WORKING RELATIONSHIPS

**Internal:**

- Production & Operations, Surface Facilities, Well Services and Drilling

**External:**

- Contractors
- BOC

### 6. DECISION MAKING AUTHORITY

Nil

### 7. QUALIFICATIONS, EXPERIENCE & SKILLS

**Minimum Qualifications:**

- Master's degree in Petroleum Engineering

**Minimum Experience:**

- Fresh graduate. No previous industry experience required.

**Job-Specific Skills:**

- Good listening, spoken and written English language skills
- Good computer skills
- Task oriented, self motivated, good team player

### 8. APPROVALS

**Line Manager (Dept. Manager / Section Head)**

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Signature

\_\_\_\_\_

Date

**Human Resources:**

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Signature

\_\_\_\_\_

Date



 <b>JOB DESCRIPTION</b>	Doc. No.
	Revision No.:
	Date:

#### 1. JOB DETAILS

<b>Job Title:</b>	<b>Reservoir Engineer/ Under Development</b>	<b>Job Grade:</b>	<b>TBD</b>
<b>Reports to:</b>	<b>Head Reservoir Engineering</b>		
<b>Department:</b>	<b>Subsurface</b>		
<b>Section:</b>	<b>Reservoir Engineering</b>		
<b>Location:</b>	<b>Siba</b>		

#### 2. JOB OBJECTIVE

Iraqi National, to work under supervision of Snr. RE and learn practical reservoir engineering knowledge to be able to work independently as RE in 5 years, handling all areas of reservoir engineering, including, but not limited to, well/reservoir performance analysis, reservoir characterization, simulation, forecast, and surveillance.

#### 3. JOB DIMENSIONS

<b>Number of staff supervised:</b>	<b>Direct Report:</b>	
	<b>Total:</b>	

#### 4. KEY ACCOUNTABILITIES

Description
<p><b>To learn Reservoir Characterization and Performance Evaluation, including following:</b></p> <ul style="list-style-type: none"> <li>Regular analysis of well and reservoir performance and provide recommendation to improve the performance</li> <li>Provide input for well and reservoir surveillance plan, support surveillance operation, and analyse surveillance data and results</li> <li>Analyse the reservoir characterization required for evaluation</li> <li>Update well model accordingly and conduct sensitivity analysis for production forecasts, production optimization and in simulation studies</li> <li>Support analytical and numerical analysis for production optimization, forecasts, reserves evaluation, and development study</li> <li>Provide support and input for reservoir management strategy</li> <li>Keep abreast of new technology and apply for well/reservoir performance enhancement</li> <li>Develop and maintain strong working relationships with geosciences, operation/production, and drilling/well service teams</li> </ul>
<p><b>Networking</b></p> <ul style="list-style-type: none"> <li>Ensure sharing capabilities with in various locations.</li> </ul>
<p><b>To learn Policies, Systems, Processes and Procedures</b></p> <ul style="list-style-type: none"> <li>Implement all relevant policies, processes, procedures and instructions so that work is carried out in a controlled and consistent manner.</li> </ul>
<p><b>Health, Security, Safety and Environment.</b></p>

 <b>JOB DESCRIPTION</b>	<b>Doc. No.</b>
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- Follow all relevant company's health, security, safety and environmental policies, processes, procedures and instructions to ensure Health and Safety compliance in all aspects of work by applying them on self, others and corporate assets.

**5. COMMUNICATIONS & WORKING RELATIONSHIPS**

**Internal:**

- Subsurface, Production, Drilling & Well Service teams

**External:**

- Contractors & Service Providers

**6. DECISION MAKING AUTHORITY**

- Nil

**7. QUALIFICATIONS, EXPERIENCE & SKILLS**

**Minimum Qualifications:**

- Master's degree in Petroleum/ Chemical/ Reservoir engineering.

**Minimum Experience:**

- Fresh graduate. No previous industry experience required.

**Job-Specific Skills:**

- Good listening, spoken and written English language skills
- Good computer skills
- Task oriented, self motivated, good team player

**8. APPROVALS**

**Line Manager (Dept. Manager / Section Head)**

\_\_\_\_\_ Signature \_\_\_\_\_ Date

**Human Resources:**

\_\_\_\_\_ Signature \_\_\_\_\_ Date

 <b>JOB DESCRIPTION</b>	Doc. No.
	Revision No.:
	Date:

#### 1. JOB DETAILS

Job Title:	Technical Assistant / Under Development	Job Grade:	TBD
Reports to:	Reservoir Engineering Section Head		
Department:	Subsurface		
Section:	-		
Location:	Siba		

#### 2. JOB OBJECTIVE

Iraqi National, to work under supervision of Senior staff members of the subsurface team and provide technical assistance to improve work efficiency and of the department

#### 3. JOB DIMENSIONS

Number of staff supervised:	Direct Report:	
	Total:	

#### 4. KEY ACCOUNTABILITIES

Description
<p><b>To support subsurface department in day to day work, including:</b></p> <ul style="list-style-type: none"> <li>• Data archiving and control</li> <li>• Document control and management (soft and hard)</li> <li>• Correspondence management</li> <li>• Report writing / book keeping</li> <li>• Printing / binding of reports / slides for meetings</li> <li>• Administrative and logistical support for travel, meetings etc</li> <li>• Stationary and IT supplies management</li> <li>• Follow up/coordination from other departments on subsurface related issues</li> <li>• Secretarial support</li> </ul>
<p><b>Policies, Systems, Processes and Procedures</b></p> <ul style="list-style-type: none"> <li>• Implement all relevant policies, processes, procedures and instructions so that work is carried out in a controlled and consistent manner.</li> </ul>
<p><b>Health, Security, Safety and Environment.</b></p> <ul style="list-style-type: none"> <li>• Follow all relevant company's health, security, safety and environmental policies, processes, procedures and instructions to ensure Health and Safety compliance in all aspects of work by applying them on self, others and corporate assets.</li> </ul>

#### 5. COMMUNICATIONS & WORKING RELATIONSHIPS



## JOB DESCRIPTION

Doc. No.

Revision No.:

Date:

**Internal:**

- Subsurface, Production, Drilling & Well Service teams

**External:**

- Contractors & Service Providers

### 6. DECISION MAKING AUTHORITY

- Nil

### 7. QUALIFICATIONS, EXPERIENCE & SKILLS

**Minimum Qualifications:**

- Bachelors Degree in (Science) subjects.

**Minimum Experience:**

- Fresh graduate. No previous industry experience required.

**Job-Specific Skills:**

- Good listening, spoken and written English language skills
- Good computer skills
- Task oriented, self motivated, good team player

### 8. APPROVALS

**Line Manager (Dept. Manager / Section Head)**

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Signature

\_\_\_\_\_

Date

**Human Resources:**

\_\_\_\_\_

Signature

\_\_\_\_\_

Date