

| Open Vacancies                      | الوظائف المتاحة                 | العدد Number | مكان العمل       |
|-------------------------------------|---------------------------------|--------------|------------------|
| Cost Engineer                       | مهندس التكلفة                   | 1            | الرميلة الشمالية |
| Tendering Engineer                  | مهندس المناقصات                 | 1            | الرميلة الشمالية |
| Buyer                               | موظف مشتريات                    | 1            | الرميلة الشمالية |
| Mechanical Technician               | فني ميكانيك                     | 3            | الرميلة الشمالية |
| Sales Engineer - Rotating Equipment | مهندس مبيعات (المعدات النوايرة) | 1            | الرميلة الشمالية |
| Mechanical Technician - Helper      | فني ميكانيك - مساعد             | 1            | الزبير           |
| CNC Machinist                       | مشغل مخرطة CNC                  | 1            | الرميلة الشمالية |
| Document Controller                 | مراقب الوثائق والمستندات        | 1            | الرميلة الشمالية |

## **CNC Machinist**

- Support EHS policy to help deliver cultural development and sustained continual improvement in EHS performance

### **Education and/or Experience**

High school diploma or general education degree (GED); and 6 months to one year related experience

### **Language Skills**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs

### **Reasoning Ability**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, or crouch. The employee must frequently lift and/or move up to 20 pounds and occasionally lift up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Machine shop environment. Must be able to wear steel toed safety shoes, safety glasses and hearing protection. While performing the duties of this Job, the employee is frequently exposed to moving mechanical parts. The noise level in the work environment is usually loud.

## **CNC Machinist**

### **Key Responsibilities**

Including but not limited to:

- Studies blueprints, sketches, drawings, manuals, specifications, or sample part to determine dimensions and tolerances of finished workpiece, sequence of operations, and setup requirements
- Measures, marks, and scribes dimensions and reference points on material or workpiece as guides for subsequent machining
- Selects, aligns, and secures holding fixtures, cutting tools, attachments, accessories, and materials on machines such as mills, lathes, jig borers, grinders, and shapers
- Calculates and sets controls to regulate machining factors such as speed, feed, coolant flow, and depth and angle of cut, or enters commands to retrieve, input, or edit computerized machine control media
- Starts and observes machine operation to detect malfunctions or out-of-tolerance machining, and adjusts machine controls or control media as required
- Verifies conformance of finished workpiece to specifications
- Sets up and operates machine on trial run to verify accuracy of machine settings or programmed control data
- Fits and assembles parts into complete assembly
- Verifies dimensions and alignment of assembly
- Installs machined replacement parts in mechanisms, machines, and equipment, and tests operation of unit to ensure functionality and performance
- Operates welding equipment to cut or weld parts
- Develops specifications from general description and draws sketch of part or product to be fabricated
- Confers with engineers, production personnel, programmers, or others to resolve machining or assembly problems

### **Environmental, Health & Safety Objectives**

- Ensure the implementation of the Company EHS Policy for the prevention of injury, damage or loss to Company personnel and resources
- Adhere to the risk assessment controls identified
- Not interfere or misuse any equipment supplied
- Maintain equipment supplied for carrying out work tasks including daily maintenance where appropriate
- Use personal protective equipment supplied in accordance with site risk assessments and site rules
- Attend any suitable training to ensure that they are competent to perform their duties safely
- Comply with any rules specific to a particular site and any Company wide health, safety or environmental requirements
- Report any injuries, unsafe acts or conditions to line managers

## Cost Engineer

- Advises the Project manager and Projects Portfolio Manager of any event or decision having a significant impact on cost.
- Follow RACI matrix for the project
- Is on the alert for cost consequences of quality assurance requirements, changes in the scope of work and changes in project execution
- Reviews cost estimates for extra's and negotiates changes with Clients and/or vendor and/or subcontractors if delegated to him by the Project manager and/or Projects Portfolio Manager
- Assists in the development and implementation of improved cost control and reporting techniques and methods
- Assists in developing and recording historical cost information for future projects
- Obtains:
  - broad knowledge of the other project control tools
  - sound knowledge of the organization procedures related to project control
  - working knowledge of the remaining organization procedures
  - broad knowledge of the application software for cost control and its integration with cost estimating, planning & scheduling, procurement, departmental bulk material control & accounting, etc
  - working knowledge of: project execution; engineering & design documents; procurement; construction; financing, insurances, etc
- Performs, depending on the nature of the project, the (temporary) job of Field Cost engineer if so, assigned by the Project Manager
- Reports hazards, accidents, property damage and substandard actions and conditions. Participate in accident investigations
- Ensures the correctness and matching of foreign exchange transaction costs reported in the Cost report
- Ensures the compatibility of the cost report with financial/accounting data as reflected in the company financial statements

### Requirements:

- Relevant experience in the same field
- Degree in Engineering or Finance
- Knowledgeable in Cost concepts and terminologies
- Know-how of budget and cost allocation
- Can analyze and interpret basic cost report
- Proficient in Microsoft excel

## Cost Engineer

### Responsibilities:

- Cost control covers home office services, field supervision, subcontracts, contracts scope of work, materials & equipment supply, etc
- Performs his activities under the supervision of the Project Manager and/or Projects Portfolio Manager
- Ensures an understanding of company's standard techniques and methods of cost control and cost reporting as a basis for establishing the man-hours, cost and other expenses to be carried out or to complete these activities. This includes the preparation, on time and with the required quality, of the:
  - Project control budget summary
    - Develop / work on Cost Break Down structure
    - Prepare weekly /monthly VOWD reports
    - Prepare Forecasts and estimates
    - Prepare CTRs costing
    - Prepare cost valuation reports & analysis
    - Detailed control budgets for issue to parties concerned, incl. quantities for bulk materials
- establishing of the weighting factors -based on the detailed monetary control budgets- to be used for the physical progress report; the measurable base is defined in this progress report by others
- monthly, unless agreed otherwise, project cost (status) reports for the Client
- monthly project cost (status) reports for company's management
- Reviews the budgets for man-hours, costs and other expenses as issued for the project cost control and reporting activities with the Project Manager and/or Projects Portfolio Manager
- Works in concert with the Project Planning engineer, the Project accountant and the Project Manager to ensure cost and schedule integration
- Validates the billings to the Client, to assure consistency with the contract, if so requested by the Project manager and/or Projects Portfolio Manager
- Monitors the man-hours and cost of the project activities. Develops and recommends, with the appropriate key team members, corrective action or revised methods to the Project manager and/or Projects Portfolio Manager if cost deviations are anticipated
- Attends in-house cost control review meetings with the Project manager/engineer and presents/answers questions related to project cost
- Attends either project progress as well as cost status review meetings with the Client and presents/answers question related to project cost or keeps himself fully informed through the minutes of meeting

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## Document Controller

### Job Knowledge / Education and Qualifications

**Education and/or Experience:** Bachelor's degree and Recent, relevant experience in a similar role within the Oil & Gas industry

**Language Skills:** Strong oral and written communication skills in English

**Mathematical:** Ability to work with General mathematical concepts.

**Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.

**Computer Skills:** Proficient in SharePoint and Skilled user of Adobe and Microsoft Suite

**Physical Demands:** Proficient typing skills

**Work Environment:**

### Core Competencies

- Very detail oriented
- Ability to analyze data and come to conclusions
- Can work independently without much guidance
- Ability to communicate with team
- Self-motivated with ability to work in multicultural environment

## Document Controller

### **Business Need / Purpose of Role:**

Implement and maintain Company quality practices and systems of work. Compliance with all Company Health & Safety and Quality systems, existing Operation Policies and Procedures. Develop and nurture a safety-first environment and culture within our organization. Adhere not only to Weir safety policies, procedures and bulletins but also that from the client and industry standard.

### **Objectives & Measurement**

#### **Key Responsibilities and Specific Accountabilities:**

##### **Objectives:**

- Liaise with department heads in relation to incoming and outgoing work.
- Ensure all work performed meets the requirements of the standards prescribed in the QA Job Card including but not limiting to Client, Company, API or ASME.
- Inspect on receipt and record findings onto the QA Job Card in accordance with the determined work scope.
- Generate a Job Number and Asset number. Create a job file and upload any relevant photographs taken on receipt, correspondence and information received.
- Update the Job Book and Asset List.
- Advise of all work scopes, test pressure and SRF / Client instructions.
- Update the Job File with strip down photographs and documentation.
- Final QA to be performed checking the QA Job Card against the Work Scope and actual Valve.
- Generate a QA Test Certificate in compliance with Company standard.
- Distribute project-related copies to internal teams and manage the flow of documentation within the organization.
- Update Engineering of any updates required in the PSV register.
- File all documentation both electronically and physically in the dedicated filing systems.
- Ensure assets are ready for delivery with the correct documentation with the latest revision.
- Read and understand Engineering drawings and procedures and close tolerance and interface fitting.

##### **Measurements:**

- Key accountabilities that will most likely be on annual and mid-year review

## **Mechanical Technician**

### **Business Need / Purpose of Role**

Disassembles, inspects, assembles, reworks, troubleshoots and tests valves to exacting tolerances.

### **Objectives & Measurement - Key Responsibilities**

Including but not limited to:

- Disassembles and inspects valves to determine repair requirements
- Completes inspection reports determining scrap, refurbishment or replacement of components
- Using various pneumatic tools, hand tools, acetylene torch, drill press and surface grinder required to disassemble and assemble valves
- Travels to the field to complete final assemble and troubleshooting of valves
- Reads complex engineering blueprints, drawings and diagrams
- Ensures that machinery and test equipment is functioning properly
- Performance routine maintenance on machinery and test equipment
- Performs housekeeping tasks as required
- Meets quality and specification standards
- Ability to validate equipment meets the specification for required service
- Follows safety and environmental rules, company policies and procedures in carrying out duties
- Serves as a knowledge resource for less experienced technicians and trains them as and when required
- On-time delivery
- Reduction in costs/wastage and scrap
- Abide by the Health, Safety, Environment and Quality policy followed by the company at all times

### **Job Knowledge / Education and Qualifications**

- Strong product understanding
- Extensive ball valve experience
- Ability to adapt to procedures and techniques to meet customer requirements
- Understanding of engineering drawings
- Ability to use various tools
- Ability to use various testing and measurement equipment
- Ability to add inspection data into computer programs
- Ability to work independently and in a team environment
- Ability to follow written and verbal instructions

## **Rotating Equipment Sales Engineer – Job Description**

### **Key Responsibilities**

- Achieve sales turnover and profitability in line with company objectives
- Expand Customer base
- Identify key projects
- Building relationship with key personnel (decision makers) within a customer's site
- Understanding customer needs and providing solutions accordingly
- Hold technical discussions with clients
- Provide solutions to client's requirements
- Staying up to date on service capabilities for enhancing sales
- Preparation of presentation and proposals to obtain new orders including proper review of customer specifications and commercial requirements
- Coordinating and resolving customer service issues in a manner that retains the customer and provides opportunity to additional revenue in the future
- Collecting market info in a structured way
- To work with companies CRM, forecast and report systems
- Assisting the finance department in collecting unpaid debts
- Organize efficient travel within agreed budgets
- Management of entertainment budget
- Ensure completion of customer satisfaction reports
- Attend product and sales training
- Interact with the operations department to ensure that the customer requirements are met as per their expectations

### **Objectives & Measurement**

- Achievement of sales targets
- Clients database
- Customer Feedback
- Regional Sales Brochure
- Win/loss analysis report

### **Job Knowledge / Education and Qualifications**

- HNC/Degree in engineering
- Technical sales experience in the market of min 5 years
- Experience in selling repair and servicing of Pumps, Compressors, Turbines etc
- Strong knowledge of engineering principles and practices
- Knowledge of API techniques
- Strong interpersonal, communications skills and outstanding ability to develop relationship with others
- Self-starter and ability to troubleshoot and solve technical problems
- Safe driving record and valid driving license
- Good computer skills

## Tendering Engineer

### **Business Need / Purpose of Role:**

To prepare detailed quotations for the manufacture, repair or servicing of parts and assemblies that are provided by the company. Develop and maintain a comprehensive database of all quotations, cost calculation sheets, vendor prices and supplier capabilities.

### **Objectives & Measurement**

#### **Key Responsibilities and Specific Accountabilities:**

##### **Including but not limited to:**

- To produce accurate cost calculations and quotations for manufacture, repair or servicing of components
- Ensure clear understanding of the client's technical specifications / drawings
- Maintain and update the database of quotations
- Liaise with other departments on available capacity, raw material, sub contract requirements
- Frequent contact with clients to clarify tender requirements and negotiation on cost or delivery
- Occasional travel to customer site
- Cover for other members within the department as and when required
- Achievement of department KPIs
- Database of quotations
- All documents prepared are in adherence to specifications and deadlines

### **Job Knowledge / Education and Qualifications**

- Degree/Diploma in Mechanical Engineering
- Strong computer skills especially in Microsoft Office products
- Thorough knowledge of API Spec 5CT, 6A, 7, 16A, ANSI and ASME Standards
- Detailed experience of the methods, machinery, equipment, materials and labor hours required, to manufacture or repair the various items of oilfield equipment that the company is contracted to provide
- Strong interpersonal and communication skills
- Self-starter with ability to resolve technical matters with clients or Sales managers
- Enthusiastic, proactive and flexible approach to work