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JOB VACANCY

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**A major oil company in Saudi Arabia invites applications for the following positions:**

<b>Adv. ITC Teacher (Accounting)</b>
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- BS or MS degree in Accounting
- Minimum of 4 years full-time teaching Accounting in secondary schools and above
- Computer and graphing calculator literacy is desirable

<b>ITC Registrar</b>
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- Associate Degree or
- Completion of a minimum of 2 years of college studies
- Minimum of 7years, of which 3 years in supervision of clerical staff.
- Good ability of spoken and written English language skills
- Good knowledge and skills in preparing narrative and statistical reports
- High degree of personal maturity.

<b>Admin Clerk I</b>
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- Associate degree or
- Completion of a minimum of 2 years of college studies
- Minimum of 4 years of experience in the field
- Ability to type in English at 70 - 80 net words per minute at 90% minimum accuracy.
- Ability to operate a word processing machine or personal computer
- Good knowledge and skillful usage of Microsoft office applications
- Experience in library administration is preferred.

**Local Line Officer (LLO)**

- Bachelor's Degree in Computer Science or
- Associate Degree + Diploma in Computer Hardware/Software Networking
- Minimum of four (4) years of work experience in the field
- Certification in Computer hardware (networking)
- Good ability to communicate through written and spoken English language
- Additional certificates like MCP (Microsoft Certified Professional) and MCSE (Microsoft Certified Systems Engineer)

Knowledge of network administration is preferred

**Career Counselor IV**

- Bachelor's Degree in Education, Human Resource Management, Business or related fields
- Minimum of four (4) years of work experience in the field
- Good ability to communicate through written and spoken English language
- Ability to operate a word processing machine or personal computer
- Strong human relations skills & understanding of Saudi Arab culture.

**DIP Trainer**

- Bachelors or Associate Degree in Industrial/Vocational Education plus 4-6 year experience.
- Proficiency in spoken and written English is mandatory.
- Instructs trainees on Driving behaviors and techniques
- Prepares required lesson plans.
- Capable of using classroom instruction and visual aids.
- Administers, proctors and grades written and performance tests.
- Observes, counsels and evaluates trainees.
- Prepares trainee records, such as attendance, grade and progress sheets.
- Maintains discipline, safety and housekeeping standards at his assigned classroom, shop or work area.
- Recommends administrative actions for training participants.
- Coordinates on-site training activities with proponent departments.

Makes recommendations and assists in the development, Implementation and evaluation of curriculum and training materials.

