

المملكة العربية السعودية

JOB VACANCY

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

**Adv. ITC Teacher (Accounting)**

- 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

**ITC Registrar**

- 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.

**Admin Clerk I**

- 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.

<b>Local Line Officer (LLO)</b>
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| - 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 Sy |

Knowledge of network administration is preferred
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<b>Career Counselor IV</b>
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| - 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.                  |

<b>DIP Trainer</b>
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| - 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 |
| - 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 a
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