

Training Section Head:

Salary Range is in Dhs. 22556/- – 28424/- (including allowances)

➤ **Basic Function:**

Organizes the utilization of all resources available in the training center in a cost-effective manner and optimum benefit to RRD and personnel. Coordinates with RRD management and Headquarters to identify the training and career development needs for all RRD personnel. Prepares the annual training plan based on the identified needs. Coordinates as necessary to get the approved overseas and local training courses fulfilled. Facilitates and monitors the implementation of group in-house courses carried out in Ruwais, as well as, those organized by, and implemented in RRD Training Center.

Supervises the pre-learning assessment of new entrants. Organizes the implementation of competency based training programs, as well as the traditional (career development) programs. Assesses the effectiveness of training courses, monitors progress of trainees and developpees during training on their approved programs, supervises the assessment of trainees' progress, and reviews assessment reports issued. Supervises both "Off The Job" training activities carried out in the training center and "On The Job" training activities carried out in RRD.

+ **Minimum Requirements:**

- ✓ B.Sc. degree in an Engineering Discipline. A diploma in education is preferable.
- ✓ 8 Years' diversified experience in training and career development in the oil/gas or Petrochemical industry, with direct experience in plant operations and vocational training.
- ✓ Knowledge of computer is essential.
- ✓ Good knowledge of English and Arabic is required.