

IN CASE YOU FIND YOURSELF QUALIFIED FOR THIS ROLE
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CAREER@TECHNO-TRAINING.COM



TECHNO-TRAINING

IN EMAIL'S SUBJECT PLEASE SPECIFY THE POSITION YOU ARE APPLYING FOR

HSE Instructor

Job Description:

Techno-Training is a provider of training and manpower services for oil and gas and power generating companies. Our training portfolio include Technical, HSE, Core Business Skills and Management Development programs. We also provide a wide range of consulting and manpower services for our clients.

We are currently looking for few HSE Instructors for one of our clients, a well-known international oil and gas operator with a good presence in the Middle East region.

Purpose of this role:

The role of the HSE Trainer / Instructor is required to run a range of HSE training programmes to clients in the energy sector. This includes HSE training, preparing delegates for the workplace environment, providing HSE orientations and developing materials for presentations. In addition, the provision of an HSE training support to the special training projects may be required.

Responsibilities:

- Develop and conduct high quality HSE training courses both on and off-site; adapting courses to client need where applicable; ensuring all pre-course preparation is carried out effectively and efficiently, environment and facilities meet required standards, end of course questionnaires completed and assessments completed as required.
- Assist in generating client proposals (in conjunction with Client Service/Sales and Marketing) which reflect client needs, and best fit of HSE training courses.
- Act as primary point of contact for training course registration and presentation of trainee certification/attendance certificates.
- Coordinate all administrative aspects of training courses taught, including those taught by freelance trainers.
- Develop and conduct multiple HSE training courses according to client need.
- Assess all training courses for regulatory requirements and client need.
- Assist with training programs development.
- Conduct research and present summaries and recommendations.
- Manage training section supply inventories and equipment maintenance.
- Inform Techno-Training and the client of training section needs.
- Assist in creation of End of Month Reports.
- Prepare HSE certificates for attendees
- Carry out any other duties as and when directed by the line manager.
- Maintain positive rapport with all trainees and create a positive learning environment.
- Perform clerical duties, as required, relating to textbooks, instructional supplies, trainee reports and records, attendance reports, etc.

Experience and Qualifications:

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Previous experience in a training role in HSE services in energy sector, with specific experience in the design and delivery of training courses is crucial with appropriate qualifications

- University Graduate, preferably in the Safety Sciences and/or Environmental Sciences disciplines. Relevant Master's degree a significant plus.
- A recognised HSE certificate. And / Or be willing to work towards obtaining a NEBOSH certificate in Health and Safety management and occupational health
- A minimum of 5 years of industry experience within the Oil & Gas and/or Construction industries, manufacturing industry acceptable.

Other internationally recognized certifications for a range of Health, Safety and Environmental areas. Including but not limited to:

- H2S/SCBA Training (eg. National Safety Council)
- First Aid/CPR Training (eg. Medic First Aid)
- Basic Fire Fighting Training (eg. National Fire Protection Association)
- Forklift Safety Training (eg. Crane Tech)
- Crane Safety Training (eg. Crane Tech)
- Defensive Driving Training (eg. National Safety Council/Smith Systems)
- OSHA 10 and 30 Hour Training (OSHA)
- Train-the-trainer certification for the above, where applicable, is a significant plus.
- Good understanding of quality systems (ISO 9000), ISO 14000, HACCP, OHSAS 18001 etc.
- Good knowledge of Emergency Procedures and Responses.
- Good knowledge and skills in accident and incident investigation, analysis and reporting; Cranes and lifting operations. Human factors, PTW, Hazard / Risk assessment techniques, breathing apparatus, gas detection

Required Competencies:

- Demonstrated ability to successfully develop and deliver training programs utilizing skills in instructional design, program design & development, and training methodologies
- Able to develop and manage the necessary tests and evaluation process, to assess the skills of individuals in the scheme, before promoting them to the next level of responsibility.
- High energy, enthusiastic, motivational training style/very good facilitator
- Excellent interpersonal skills including the ability to interact effectively with people at various levels in the organisation.
- Knowledgeable about the oil and gas industry.
- Proficient in both English and Arabic (for MENA region).
- Strong analytical skills, written and verbal communication skills
- Confident, enthusiastic and results orientated.
- Ability to work independently and as part of a team.
- Ability to research and interpret regulatory requirements pertaining to the course subject matter and explain to a broad audience.
- Ability to quickly assess trainee's ability and performance in the course.
- Proficient in Microsoft Word, Excel, Power Point, and outlook.
- Willingness to work at various locations throughout the project, including periodic visits to the off-shore locations. (Apart from being medically fit, personnel required to travel off-shore must be trained and certified in H2S, BOSET and HUET Survival)
- Able to work a flexible schedule including weekends, holidays and evenings to accommodate training and monitoring