

IN CASE YOU FIND YOURSELF QUALIFIED FOR THIS ROLE  
PLEASE SUBMIT YOUR CV TO  
[\*\*CAREER@TECHNO-TRAINING.COM\*\*](mailto:CAREER@TECHNO-TRAINING.COM)



**TECHNO-TRAINING**

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

## Technical Instructor (Process)

### 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 Technical 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:

Technical Process Instructor is responsible for the development and implementation of training for Process/Operation Controllers and Operators. Technical Process Instructor will be required to assist in the design and production of suitable training support materials and the delivery of high standards of training which includes both 'on and off the job training'.

### Responsibilities:

- Coach Process/Operation Controllers and Operators in both theoretical and practical activities as defined within the Company Group/Company Competency frame work and plan and follow-up the work based activities appropriate to the development of their skills and knowledge
- Report on the Progress, Attendance and Achievement of persons under training.
- In collaboration with other T&D Staff, design, produce and deliver discipline-related Short Courses.
- Support delivery and assessment of the practical competence of the workforce.
- Deliver practical courses as required, to enhance practical skills and build upon theory.
- Conduct GAP analysis exercises and produce action Plans.
- Observe and monitor Line competence checks of individual trainee.
- Track the progress of Trainees and produce reports as required.
- Monitor performance of Trainees against plans and take action to remedy problems in an effective and timely manner.
- Produce Reports & Deliver Presentations as requested by Management
- In close cooperation with the Trainee, Line Supervisors and other appropriate staff, develop and produce Personal Development Plans and Personal Development Records for Trainees.
- Maintain good working relationship with other Company staff
- In consultation with Line, monitor the rotation/attendance of Trainees.
- 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:

- Bachelors Degree or equivalent with 4 years Industrial experience or as a trainer in industrial or vocational skill
- Associate Degree (Industrial/Vocational) s6years industrial experience or as a trainer in industrial or vocational skills.
- Completion of an approved programme of practical training, such as Apprenticeship or Professional Institution/ Engineering Training Body / Armed Services / accredited training programme and / or SVQ/NVQ Accreditations.

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- Very good standard of written and spoken English Language
- Five years of experience in the Oil and Gas Industry, with a further six years related industrial experience

**Required Competencies:**

- Objective and professional with unbiased outcomes of assessments.
- Proficient in Microsoft Word, Excel, Power Point, and outlook.
- Able to develop and coordinate the necessary foundations skills for operators: HSE, hydraulic, heat transfer, chemical reactions, basic mechanical, piping and relief valves, instrumentation, process control, safeguarding and ESD systems, basic electrical, equipment operations and care (pumps, compressors, control valves & transmitters, furnaces etc ...)
- 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.
- A high level of presentation skills and effective interpersonal skills.
- Strong technical training background
- Strong operations or engineering background
- Analytical thinking
- Team orientation
- Adaptability
- Self-motivation
- Self-control & awareness
- Rational persuasion and Results orientation
- 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)
- Willingness to travel anywhere within the Gulf region.