EXPLORATION MANAGER

Sector: **Energy**
Job Family: **Exploration and Subsurface**
Regulator: **N/A**
Licensing Requirements: **N/A**

Job Description

The Exploration Manager has the overarching responsibility of overseeing the exploration department. They ensure the alignment of exploration activities with the company's strategic goals and make high-level decisions regarding exploration investments. This role involves liaising with internal stakeholders, regulatory bodies, and external partners, as well as mentoring and directing senior exploration staff to explore for new oil and gas resources and appraise them to establish commercially producible reserves.

Key Tasks
Align exploration activities with strategic company objectives.
Liaise with internal stakeholders, regulatory bodies, and external partners.
Make high-level decisions regarding exploration investments and endeavours.
Manage the entire exploration department.
Mentor and guide senior exploration staff and heads of departments to ensure development and growth.
Review and approve exploration reports, findings, and recommendations.
Stay updated on global exploration trends, ensuring the company's competitive edge.

Core Skills	Level
Empathy	Advanced
Collaboration and Teamwork	Advanced
Communication	Advanced
Critical Thinking	Advanced
Planning and Organizing	Intermediate
Problem Solving	Intermediate

Technical Skills
Financial Forecasting
Geological Surveying
Project Management
Regulatory Compliance
Reservoir Analysis
Risk Assessment
Stakeholder Management

HEAD OF EXPLORATION

Sector: **Energy**
Job Family: **Exploration and Subsurface**
Regulator: **N/A**
Licensing Requirements: **N/A**

Job Description

The Head of Exploration leads and directs the exploration team, manages and executes projects, prioritizes drilling sites and ensures the integration of various subsurface studies. They strategize on long-term exploration activities and work collaboratively with senior management to align exploration goals with company objectives. This role also oversees the technical development of team members and ensures adherence to industry standards.

Key Tasks
Collaborate with senior management on exploration strategies.
Ensure adherence to industry standards and best practices in all exploration activities.
Evaluate and implement new exploration technologies and methodologies.
Lead and direct the exploration team.
Manage exploration projects, execute plans, control project expenditure and coordinate with all stakeholders internally and externally to optimize project deliverables.
Manage the professional development of exploration personnel.
Oversee the integration of geological, geophysical, and geomechanical studies.
Prioritize and approve potential drilling sites based on comprehensive data.

Core Skills	Level
Adaptability	Advanced
Collaboration and Teamwork	Intermediate
Communication	Intermediate
Critical Thinking	Advanced
Initiative	Advanced
Planning and Organizing	Intermediate

Technical Skills
Collaborative Planning
Contract Negotiation
Data Interpretation
Decision Making
Exploration Strategy
Exploration Technology
Portfolio Management

GEOLOGIST

Sector: **Energy**
Job Family: **Exploration and Subsurface**
Regulator: **N/A**
Licensing Requirements: **N/A**

Job Description

The Geologist engages in geological study, analysis, and fieldwork to understand subsurface structures. They collect and interpret geological data to guide exploration efforts and identify potential reservoirs. The Geologist collaborates with a multidisciplinary team, providing expertise and insights on geological formations and characteristics.

Key Tasks
Analyze geological data using various techniques and tools to build conceptual petroleum systems models.
Collaborate with geoscientists and modelers to interpret findings.
Conduct field studies to collect rock and soil samples for reservoir understanding.
Monitor drilling activities, ensuring alignment with geological predictions.
Produce detailed geological maps, reports, and volumetric estimations.
Recommend potential drilling sites based on geological data.
Stay updated with advancements in geological methodologies and tools.

Core Skills	Level
Collaboration and Teamwork	Intermediate
Critical Thinking	Basic
Digital Literacy	Intermediate
Initiative	Basic
Numeracy	Intermediate
Planning and Organizing	Basic

Technical Skills
Data Analysis
Fieldwork
Geological Mapping
Hydrocarbon Identification
Petrology
Sample Analysis
Sedimentology
Seismic Interpretation
Stratigraphy

MODELER

Sector: **Energy**
Job Family: **Exploration and Subsurface**
Regulator: **N/A**
Licensing Requirements: **N/A**

Job Description

The Modeler creates and interprets detailed subsurface models, predicting the distribution of hydrocarbons. They work closely with geologists and geoscientists to understand subsurface structures, integrating geological, geophysical, and reservoir engineering data into their models. The role requires continuous improvement and updating of models to align with new data and findings.

Key Tasks
Assist in predicting hydrocarbon distribution using models.
Develop detailed subsurface models based on geological and petrophysical data, in collaboration with geologists and geoscientists.
Integrate diverse data sets into modelling efforts and update models as new data becomes available.
Keep updated on modelling software and techniques.
Plan and design acquisition and core requirements.

Core Skills	Level
Adaptability	Basic
Communication	Intermediate
Critical Thinking	Intermediate
Digital Literacy	Advanced
Numeracy	Advanced
Planning and Organizing	Basic

Technical Skills
Data Integration
Geological Modeling
Reservoir Simulation
Scenario Building
Software Proficiency
Uncertainty Analysis
Volume Estimation

GEOMECHANIC

Sector: **Energy**
Job Family: **Exploration and Subsurface**
Regulator: **N/A**
Licensing Requirements: **N/A**

Job Description

The Geomechanic focuses on the mechanical behavior of geological formations, examining stresses, strains, and failure mechanisms. They aid in optimizing drilling operations by understanding rock behaviors under various conditions. Working alongside exploration teams, the Geomechanic provides recommendations based on mechanical insights to ensure safe and efficient drilling.

Key Tasks
Advise on equipment and drilling strategies based on geomechanical data.
Analyze rock behaviors under different stress conditions.
Collaborate with exploration teams and provide technical expertise.
Interpret geomechanical data to predict formation stability.
Offer insights to optimize drilling based on geomechanical findings.
Remain updated on advancements in geomechanical studies.
Study the mechanical behavior of geological formations.

Core Skills	Level
Adaptabiliy	Basic
Critical Thinking	Intermediate
Digital Literacy	Advanced
Numeracy	Intermediate
Problem Solving	Basic

Technical Skills
Data Analysis
Fault Reactivation Analysis
Fracture Modelling
In-Situ Stress Measurement
Pore Pressure Prediction
Rock Mechanics
Stress Analysis
Wellbore Stability

SUBSURFACE MANAGER

Sector: **Energy**
Job Family: **Exploration and Subsurface**
Regulator: **N/A**
Licensing Requirements: **N/A**

Job Description

The Subsurface Manager is responsible for the overall direction, strategy, and performance of the subsurface department. With deep expertise in reservoir management, this role is to identify and develop new reserves, production estimation, extraction methodologies, whilst encouraging innovation in subsurface technologies.

Key Tasks
Collaborate with cross-functional teams to integrate subsurface insights into broader operational plans.
Evaluate potential risks associated with subsurface operations and devise mitigation strategies.
Facilitate continuous learning and development for the subsurface team, promoting best practices.
Lead the implementation of new subsurface technologies and research findings into operations.
Monitor reservoir behaviour and extraction methodologies to optimize oil and gas production.
Provide strategic direction for the subsurface department, aligning with the company's goals.
Represent the subsurface department in company meetings and external engagements, communicating insights and updates.
Supervise and guide subsurface teams in their daily operations and exploration endeavors.

Core Skills	Level
Collaboration and Teamwork	Advanced
Critical Thinking	Intermediate
Empathy	Advanced
Initiative	Intermediate
Numeracy	Intermediate

Technical Skills
Continuous Learning Facilitation
Cross-Functional Collaboration
Departmental Strategy
Enhanced Oil Recovery
External Representation
Reservoir Optimization
Reservoir Simulation
Risk Management
Staff Development
Team Supervision
Technological Implementation
Well Logging Interpretation

HEAD OF SUBSURFACE

Sector: **Energy**
Job Family: **Exploration and Subsurface**
Regulator: **N/A**
Licensing Requirements: **N/A**

Job Description

The Head of Subsurface oversees and coordinates subsurface activities and teams, ensuring the reservoir management is scientifically sound and optimized. This role requires a thorough understanding of geology, reservoir behavior, and cutting-edge extraction techniques to lead teams effectively and make strategic decisions.

Key Tasks
Analyze subsurface data, making informed decisions to optimize extraction processes.
Collaborate with other departments to integrate subsurface insights into broader company strategies.
Coordinate subsurface teams, ensuring alignment with the company's objectives and strategies.
Develop and maintain reserves estimations and wells production profiles.
Drive continuous improvement initiatives in subsurface operations, focusing on efficiency and sustainability.
Mentor and train junior subsurface professionals, ensuring knowledge transfer and skill development.
Oversee enhanced oil recovery initiatives in subsurface technologies and methodologies.
Review and approve drilling targets and extraction plans developed by subsurface teams.

Core Skills	Level
Collaboration and Teamwork	Advanced
Digital Literacy	Intermediate
Empathy	Intermediate
Initiative	Intermediate
Planning and Organizing	Advanced
Problem Solving	Intermediate

Technical Skills
Data Analysis
Enhanced Oil Recovery
Geology Expertise
Inter-Departmental Collaboration
Mentoring and Training
Reservoir Management
Reservoir Modeling
Risk Assessment
Team Coordination

PETROLEUM ENGINEER

Sector: **Energy**
Job Family: **Exploration and Subsurface**
Regulator: **The Council for Regulating the Practice of Engineering Professions (CRPEP)**
Licensing Requirements: **As per The Council for Regulating the Practice of Engineering Profession requirements**

Job Description

The Petroleum Engineer is responsible for ensuring optimal production rate from each well at the oil and gas field. They are involved from the well location selection, well completion design, artificial lift selection, up to facility selection and daily optimization. They also play a critical role in ensuring sustainable and efficient extraction processes, balancing technical, environmental, and economic factors.

Key Tasks
Analyse well production data to identify optimization opportunities.
Collaborate with reservoir engineers, drilling and workover contractors, for optimal well design and completion.
Design and implement artificial lift designs.
Ensure compliance with safety standards and environmental regulations.
Evaluate production well testing accuracy and identify surface and subsurface debottlenecking opportunities.
Manage daily interactions with field operations and maintenance teams to minimize downtime.
Monitor and evaluate reservoir performance and recommend interventions.
Optimize production through the use of various artificial lift and enhanced oil recovery techniques.

Core Skills	Level
Collaboration and Teamwork	Advanced
Communication	Intermediate
Digital Literacy	Intermediate
Initiative	Intermediate
Planning and Organizing	Advanced
Problem Solving	Advanced

Technical Skills
Artificial Lift Selection and Optimization
Drilling and Workover Design and Operations
Enhanced Oil Recovery (EOR) Techniques
Production Analysis Reporting
Production Modelling
Production Surveillance and Optimization
Reservoir Simulation
Surface Facilities Optimization
Well Intervention Techniques
Well Testing

RESERVOIR ENGINEER

Sector: **Energy**
Job Family: **Exploration and Subsurface**
Regulator: **The Council for Regulating the Practice of Engineering Professions (CRPEP)**
Licensing Requirements: **As per The Council for Regulating the Practice of Engineering Profession requirements**

Job Description

The Reservoir Engineer evaluates the reserves and performance of oil and gas wells, ensuring optimal methods are used for extraction. They utilize advanced computer models and techniques to forecast future production and reserve growth, while closely collaborating with geoscientists, petroleum engineers, production and drilling teams.

Key Tasks
Analyze and interpret data from well logs, core data, and seismic surveys.
Analyze pressure transient data for reservoir properties evaluation.
Assess reservoir performance using decline curve analysis and other methods.
Collaborate with multidisciplinary teams to recommend drilling and production strategies.
Design and oversee well tests to evaluate reservoir boundaries and characteristics.
Evaluate new reservoir engineering tools and practices for potential application.
Perform reservoir simulation studies to optimize recoveries.
Predict reservoir fluid behaviour using fluid property simulations.

Core Skills	Level
Collaboration and Teamwork	Advanced
Communication	Intermediate
Digital Literacy	Basic
Initiative	Basic
Planning and Organizing	Intermediate
Problem Solving	Advanced

Technical Skills
Decline Curve Analysis
Detailed Well Review and Optimization
Enhanced Oil Recovery (EOR) Techniques
Fluid property Simulation
Pressure Transient Analysis
Production Strategy Optimization
Reservoir Simulation
Well Logs Interpretation
Well Testing and Design

PETRO-PHYSICIST

Sector: **Energy**
Job Family: **Exploration and Subsurface**
Regulator: **N/A**
Licensing Requirements: **N/A**

Job Description

A Petro-physicist evaluates the reserves and performance of oil and gas wells, ensuring optimal methods are used for extraction. They utilize advanced computer models and techniques to forecast future production and reserve growth, while closely collaborating with petroleum engineers and production teams.

Key Tasks
Analyze well logs to determine rock and fluid properties.
Collaborate with geoscientists to build accurate subsurface models.
Determine zones of hydrocarbon saturation to guide extraction.
Ensure quality control of raw and computed data.
Guide drilling operations based on real-time petro-physical data.
Interpret data from various logging tools such as sonic, resistivity, and radioactive logs.
Recommend logging tools and techniques for specific drilling operations.

Core Skills	Level
Communication	Basic
Critical Thinking	Advanced
Digital Literacy	Intermediate
Numeracy	Advanced
Problem Solving	Intermediate

Technical Skills
Advanced Logging Techniques
Data Integration
Drilling Guidance
Hydrocarbon Saturation Assessment
Logging Tool Recommendation
Petrophysical Models
Sample Evaluation
Sonic and Resistivity Log Interpretation
Well Log Analysis

DATA SCIENTIST

Sector: **Energy**
Job Family: **Exploration and Subsurface**
Regulator: **N/A**
Licensing Requirements: **N/A**

Job Description

The Data Scientist in the Energy sector employs advanced analytical techniques to extract valuable insights from large datasets. These insights are instrumental in optimizing production processes, enhancing reservoir management, and driving exploration strategies. The Data Scientist manages data acquisition, integration, quality, storage, classification and optimal reporting.

Key Tasks
Collaborate with petro-physicists and engineers to understand data requirements and deliver actionable insights.
Design and create visualizations to convey complex data insights in understandable forms.
Develop and implement machine learning models tailored for energy data.
Employ advanced statistical techniques to extract patterns and trends.
Oversee the data infrastructure and ensure secure and efficient data storage.
Process, clean, and verify the integrity of data used for analysis.
Provide recommendations based on data analysis to optimize production and exploration.
Stay updated with the latest data science trends and technologies in the Energy sector.

Core Skills	Level
Communcation	Basic
Critical Thinking	Intermediate
Digital Literacy	Advanced
Numeracy	Advanced
Problem Solving	Intermediate

Technical Skills
Advanced Statistics
Awareness of Industry Trends
Big Data Technologies
Data Infrastructure Management
Data Processing and Cleaning
Data Storage Optimization
Data Visualization
Machine Learning Modeling
Natural Language Processing
Predictive Analytics
Stakeholder Management
Time-Series Analysis

PRODUCTION ENGINEERING MANAGER

Sector: **Energy**
Job Family: **Production**
Regulator: **N/A**
Licensing Requirements: **N/A**

Job Description

The Production Engineering Manager oversees the overall production design. They lead a team of engineers and other technical professionals to design, implement, and optimize production methods. They ensure that production activities align with the organization's goals while maintaining safety and efficiency standards.

Key Tasks
Analyze production data, recommending improvements and optimizations.
Collaborate with other departments to ensure seamless production operations.
Develop and implement best practices for production processes.
Ensure compliance with industry safety and environmental standards in all processes.
Lead the production engineering team, driving technical excellence.
Manage project budgets, ensuring cost-effective production solutions.
Manage the process of designing well completion and oversee the design of optimal artificial lift methods.
Stay updated with the latest technologies and industry trends.

Core Skills	Level
Collaboration and Teamwork	Advanced
Critical Thinking	Advanced
Digital Literacay	Intermediate
Empathy	Advanced
Initiative	Advanced
Planning and Organizing	Advanced

Technical Skills
Artificial Lift Selection and Optimization
Budget Management
Compliance Management
Data Analysis
Innovation Management
Oil and Gas Well Completion Designs
Production Process Design and Optimization
Safety Protocols
Staff Development
Stakeholder Management
System Modelling and Design
Technology Integration

HEAD OF WELL INTERVENTION

Sector: **Energy**
Job Family: **Production**
Regulator: **N/A**
Licensing Requirements: **N/A**

Job Description

The Head of Well Intervention oversee and manage all well intervention activities within the organization. This includes the planning, execution, and completion of intervention projects, ensuring that they are conducted efficiently and safely. They also liaise with other departments and ensure the team's capabilities align with organizational objectives.

Key Tasks
Coordinate with other departments for smooth operational flow.
Design and implement solutions for minimizing production and intervention downtime.
Develop and implement new technologies to improve intervention techniques.
Ensure proper equipment and resources are available for all projects.
Handle any issues or challenges that arise during well intervention operations promptly.
Manage and lead the well intervention team, ensuring optimal performance, including the management of key slickline, wireline, coiled tubing, fracking, rig and rigless activities.
Monitor and analyze intervention results, ensuring they align with the company's objectives.
Oversee the planning and execution of all well intervention projects, ensuring safety protocols and standards are strictly adhered to during all operations.

Core Skills	Level
Building Inclusivity	Intermediate
Collaboration and Teamwork	Intermediate
Communication	Intermediate
Empathy	Intermediate
Planning and Organizing	Intermediate
Problem Solving	Intermediate

Technical Skills
Completion Design
Data Analysis
Health, Safety and Environment Compliance
Operational Coordination
Performance Analysis
Project Management
Resource Management
Stakeholder Management
Strategic Planning
Workover Intervention Design

COMPLETION ENGINEER

Sector: **Energy**
Job Family: **Production**
Regulator: **The Council for Regulating the Practice of Engineering Professions (CRPEP)**
Licensing Requirements: **As per The Council for Regulating the Practice of Engineering Profession requirements**

Job Description

The Completion Engineers design and implement the equipment and procedures required to complete the construction of oil and gas wells. This role involves ensuring the wells are safely and efficiently prepared for production, collaborating closely with Production Engineers, Geoscientists, Drilling Engineers, and other Specialists.

Key Tasks
Analyze well performance data and recommend interventions if necessary.
Collaborate with drilling engineers to optimize completion designs.
Design well completions that are aligned with reservoir production goals.
Ensure all activities are compliant with industry standards and environmental regulations.
Monitor completion and workover operations to ensure safety and efficiency.
Select and configure the required equipment such as tubings, packers, and subsurface safety valves.

Core Skills	Level
Collaboration and Teamwork	Intermediate
Communication	Basic
Critical Thinking	Basic
Digital Literacy	Intermediate
Numeracy	Basic
Problem Solving	Intermediate

Technical Skills
Data Analysis
Environmental Compliance
Flow Control Equipment Knowledge
Hydraulic Fracturing Techniques
Reservoir Engineering Fundamentals
Safety Protocols
Sand Control Methods
Simulation Tools
Well Design and Equipment Selection
Well Integrity Maintenance
Well Performance Optimization

WIRELINE/SLICKLINE ENGINEER

Sector: **Energy**
Job Family: **Production**
Regulator: **The Council for Regulating the Practice of Engineering Professions (CRPEP)**
Licensing Requirements: **As per The Council for Regulating the Practice of Engineering Profession requirements**

Job Description

The Wireline/Slickline Engineers plan and supervise wireline operations, which involve using cabling technology to lower equipment or measurement devices into the well for well intervention, reservoir evaluation, and pipe recovery. They ensure that these operations are performed safely, efficiently, and in line with industry regulations.

Key Tasks
Collaborate with other departments, such as drilling and reservoir engineering, to optimize wireline interventions.
Ensure all wireline equipment is maintained, inspected, and calibrated according to industry standards.
Interpret wireline logs to determine well conditions and provide valuable insights.
Maintain a thorough understanding of new wireline technologies and techniques.
Oversee wireline operations, ensuring all tasks are executed safely and efficiently.
Plan and design wireline interventions based on well and reservoir objectives.

Core Skills	Level
Collaboration and Teamwork	Intermediate
Communication	Intermediate
Digital Literacay	Intermediate
Initiative	Intermediate
Planning and Organizing	Intermediate
Problem solving	Intermediate

Technical Skills
Data Interpretation
Downhole Tool Operation
Equipment Calibration
Equipment Maintenance
Regulatory Compliance
Reservoir Knowledge
Safety Protocols
Technology and Innovation
Tool Selection
Well Pressure Control
Wireline Logging Techniques

COIL TUBING OPERATOR

Sector: **Energy**
Job Family: **Production**
Regulator: **N/A**
Licensing Requirements: **N/A**

Job Description

The Coil Tubing Operator manage and execute coil tubing interventions. They operate the equipment used in the coiled tubing process, ensuring that oil wells are effectively stimulated and maintained. The role demands a comprehensive understanding of the coil tubing process, safety protocols, and machinery involved.

Key Tasks
Adhere to all safety regulations and standards throughout operations.
Coordinate with other crew members to ensure smooth operations.
Interpret gauges and monitoring equipment to adjust operations as needed.
Manage and execute coil tubing interventions as per planned designs.
Monitor and report any equipment malfunctions and collaborate on maintenance efforts.
Operate coil tubing units and associated equipment efficiently.

Core Skills	Level
Collaboration and Teamwork	Intermediate
Communication	Basic
Critical Thinking	Basic
Digital Literacy	Intermediate
Numeracy	Intermediate
Problem Solving	Intermediate

Technical Skills
Coil Tubing Operations
Equipment Maintenance
Equipment Operation
Job Design Interpretation
Monitoring and Adjustment
Pressure Control
Reporting
Safety Protocols

WIRELINE/ SLICKLINE OPERATOR

Sector: **Energy**
Job Family: **Production**
Regulator: **N/A**
Licensing Requirements: **N/A**

Job Description

The Wireline/ Slickline Operator deploy slickline equipment to conduct well interventions, evaluate well conditions, and retrieve samples. They operate and maintain the slickline equipment, ensuring that operations are performed safely and efficiently. A good understanding of the slickline process, well dynamics, and associated machinery is essential.

Key Tasks
Coordinate with the well intervention team to achieve operational objectives.
Engage in continuous training to stay updated on new slickline technologies.
Ensure safety protocols are followed during all slickline operations.
Interpret well logs and provide insights for operational adjustments.
Monitor well conditions and adjust operations as necessary.
Operate and manage slickline equipment during well interventions.
Perform routine maintenance and troubleshooting on slickline equipment.
Report any operational inconsistencies or challenges to the supervisory team.

Core Skills	Level
Collaboration and Teamwork	Intermediate
Communication	Basic
Critical Thinking	Basic
Digital Literacay	Intermediate
Numeracy	Intermediate
Problem Solving	Intermediate

Technical Skills
Continuous Learning
Equipment Maintenance
Equipment Operation
Log Interpretation
Operational Coordination
Safety Protocols
Slickline Operations
Well Condition Monitoring

HEAD OF PRODUCTION SURVEILLANCE

Sector: **Energy**
Job Family: **Production**
Regulator: **N/A**
Licensing Requirements: **N/A**

Job Description

The Head of Production Surveillance oversees the monitoring and analysis of production systems, ensuring that production operations are efficient, sustainable, and in compliance with industry standards. They are responsible for leading a team of analysts and engineers in the continuous surveillance of wells, and production systems. With a strategic mindset, they recommend improvements, mitigate risks, and implement advanced monitoring technologies to enhance overall production output.

Key Tasks
Analyze production data to detect patterns, predict trends, and identify areas for improvement.
Collaborate and evaluate with multidisciplinary teams to align and implement surveillance activities and technologies boosting monitoring accuracy.
Develop and implement strategic plans to enhance production efficiency and reduce operational risks.
Ensure compliance with industry standards and regulations related to production monitoring.
Lead the production surveillance team to ensure consistent and effective monitoring of production operations.
Report to senior management on production surveillance activities, findings, and recommendations.

Core Skills	Level
Building Inclusivity	Intermediate
Collaboration and Teamwork	Intermediate
Digital Literacy	Intermediate
Empathy	Intermediate
Initiative	Intermediate
Problem Solving	Intermediate

Technical Skills
Advanced Data Analysis
Compliance Knowledge
Continuous Improvement
Operational Knowledge
Risk Management
Trend Analysis
Strategic Planning
Technology Implementation

PRODUCTION ENGINEER

Sector: **Energy**
Job Family: **Production**
Regulator: **The Council for Regulating the Practice of Engineering Professions (CRPEP)**
Licensing Requirements: **As per The Council for Regulating the Practice of Engineering Profession requirements**

Job Description

The Production Engineer designs, implements, and optimizes production processes. This role ensures the safe and efficient extraction and processing of energy resources, employing innovative techniques and technologies to enhance production rates and minimize costs. The Production Engineer also collaborates with cross-functional teams to analyze production data, address challenges, and implement improvements.

Key Tasks
Analyze production data to identify trends, challenges, and areas for improvement.
Collaborate with well analysts and other specialists to monitor well performance and production rates.
Coordinate with Field Operators to ensure the safety and efficiency of production operations.
Design and implement production processes and methods to optimize the extraction and processing of energy resources.
Ensure compliance with industry regulations and standards related to production operations.
Participate in multidisciplinary teams to address complex production challenges.
Provide technical support and training to field staff and other stakeholders.
Recommend and implement innovative technologies or techniques to enhance production and reduce operational costs.

Core Skills	Level
Collaboration and Teamwork	Intermediate
Communication	Intermediate
Critical Thinking	Intermediate
Digital Literacay	Basic
Initiative	Basic

Technical Skills
Artificial Lift Selection of Design
Data Analysis
Production Process Design
Regulatory Compliance
Safety Protocols
Technical Training
Technology Adoption
Well Performance Monitoring
Well Production Optimization

WELL ANALYST

Sector: **Energy**
Job Family: **Production**
Regulator: **N/A**
Licensing Requirements: **N/A**

Job Description

The Well Analyst plays a pivotal role in the energy production process by continuously analyzing well data to optimize performance and maximize production. They collaborate closely with Production Engineers and other professionals to interpret data, identify inefficiencies, and recommend solutions for enhanced well productivity. The Well Analyst also employs advanced analytical tools and techniques to forecast well performance, ensuring sustainable energy extraction.

Key Tasks
Analyze well data to detect anomalies, inefficiencies, or areas of improvement.
Assist in the design and implementation of new monitoring systems or enhancements to existing systems.
Collaborate with production engineers to optimize well performance and address identified issues.
Ensure data accuracy and integrity by regularly calibrating and maintaining monitoring equipment.
Generate reports detailing well performance, forecasts, and recommended interventions.
Provide insights and recommendations during multidisciplinary team meetings and discussions by being updated with the latest analytical techniques and tools in the Energy sector.
Supervise Field Analysts for daily physical optimization of data gathering.
Use analytical tools to forecast well performance and potential challenges.

Core Skills	Level
Collaboration and Teamwork	Basic
Communication	Intermediate
Digital Literacay	Intermediate
Initiative	Basic
Numeracy	Intermediate
Critical Thinking	Intermediate

Technical Skills
Data Analysis
Operational Reporting
Reporting
Safety Protocols
Troubleshooting
Well Performance Optimization

DRILLING MANAGER

Sector: **Energy**
Job Family: **Drilling**
Regulator: **Ministry of Oil and Environment**
Licensing Requirements: **As per the requirments of Ministry of Oil and Evnironment**

Job Description

The Drilling Manager leads the overall drilling function within an organization. They develop strategic plans, manage budgets, and ensuring that all drilling projects align with the company's objectives. They will collaborate with other department managers, define and implement drilling strategies, lead the team, and ensure safety and compliance at all times.

Key Tasks
Collaborate with executive leadership and other department managers to align drilling projects with company objectives.
Develop and monitor annual drilling budgets and manage expenses to ensure cost-effective operations.
Encourage innovation by incorporating new drilling technologies and methodologies.
Ensure all drilling operations adhere to safety regulations and environmental standards.
Evaluate and report on drilling performance metrics to company leadership.
Lead and provide strategic direction to the drilling department.
Manage vendor and contractor relationships to ensure optimal service delivery.
Oversee training and professional development opportunities for drilling staff to enhance performance.

Core Skills	Level
Collaboration and Teamwork	Advanced
Communication	Advanced
Empathy	Advanced
Initiative	Advanced
Planning and Organizing	Advanced
Problem Solving	Advanced

Technical Skills
Budgeting and Financial Management
Health, Saftey and Enviromental Compliance
Reporting and Analysis
Resource Management
Stakeholder Management
Technology Integration

HEAD OF DRILLING

Sector: **Energy**
Job Family: **Drilling**
Regulator: **N/A**
Licensing Requirements: **N/A**

Job Description

The Head of Drilling oversees all drilling operations within an organization. This role ensures that drilling processes are efficient, safe, and in compliance with regulatory standards. The Head of Drilling collaborates with other departments, manages drilling teams, and makes strategic decisions regarding equipment, methods, and drilling sites.

Key Tasks
Collaborate with Geologists, Engineers, and other departments to plan drilling projects.
Develop and implement drilling strategies and procedures.
Ensure compliance with environmental and safety regulations during all drilling activities.
Manage and oversee all drilling operations ensuring they are executed efficiently and safely.
Manage the drilling budget and analyze reports produced by the drilling team.
Monitor drilling performance, making adjustments as necessary to optimize production.
Oversee the selection and maintenance of drilling equipment and technology.
Train and mentor drilling personnel, fostering a culture of continuous improvement.

Core Skills	Level
Collaboration and Teamwork	Advanced
Communication	Intermediate
Critical Thinking	Advanced
Digital Literacy	Intermediate
Planning and Organizing	Advanced
Problem Solving	Intermediate

Technical Skills
Budget Management
Drilling Operations Management
Equipment Management
Performance Monitoring
Procedure Development
Regulatory Standards Compliance
Report Analysis
Strategic Planning

DRILLING ENGINEER

Sector: **Energy**
Job Family: **Drilling**
Regulator: **The Council for Regulating the Practice of Engineering Professions (CRPEP) and the Ministry of Oil and Environment**
Licensing Requirements: **As per the requirements of The Council for Regulating the Practice of Engineering Profession and the Ministry of Oil and Evnironment**

Job Description

The Drilling Engineer designs and implements drilling plans for oil and gas wells. They work closely with multidisciplinary teams to determine the most efficient and safe methods to drill and obtain hydrocarbons. This role involves ensuring the drilling process is technically sound, economically viable, and environmentally compliant.

Key Tasks
Analyze drilling performance and recommend improvements.
Collaborate with Geologists, Geoscientists, and other professionals during the drilling process.
Design drilling programs in alignment with geological data and project specifications.
Determine the specifications for drilling equipment and materials to ensure safe and efficient drilling.
Ensure compliance with industry regulations and standards during drilling operations.
Evaluate new drilling technologies and practices for potential implementation.
Monitor daily drilling activities and provide technical support to the drilling team.
Prepare and present technical reports on drilling activities and results.

Core Skills	Level
Collaboration and Teamwork	Intermediate
Communication	Basic
Critical Thinking	Advanced
Numeracy	Basic
Planning and Organizing	Intermediate
Problem Solving	Advanced

Technical Skills
Drilling Performance Analysis
Equipment Specification
Regulatory Compliance
Reporting
Technical Support
Technology Evaluation
Well Design

DRILLING COORDINATOR

Sector: **Energy**
Job Family: **Drilling**
Regulator: **Ministry of Oil and Environment**
Licensing Requirements: **As per the requirments of Ministry of Oil and Evnironment**

Job Description

The Drilling Coordinator oversees the day-to-day operations of drilling activities, ensuring that they are conducted efficiently and safely. They liaise between the drilling crew and management, coordinating resources and ensuring that drilling plans are executed as designed. The role requires a comprehensive understanding of the drilling process, equipment, and safety protocols.

Key Tasks
Allocate and manage resources, including personnel, equipment, and materials.
Conduct regular safety briefings and ensure all crew members adhere to safety protocols.
Coordinate daily drilling operations to ensure they align with the drilling plan.
Liaise between Drilling Engineers, crews, and management to facilitate effective communication.
Monitor drilling activities, ensuring they meet safety and environmental standards.
Provide regular updates and reports on drilling progress to relevant stakeholders.
Review and update drilling schedules as necessary.
Troubleshoot and address any issues or challenges that arise during drilling operations.

Core Skills	Level
Communication	Basic
Numeracy	Basic
Planning and Organizing	Intermediate
Problem Solving	Advanced

Technical Skills
Drilling Operations Management
Reporting
Resource Allocation
Safety Briefings
Safety Compliance

MUD ENGINEER

Sector: **Energy**
Job Family: **Drilling**
Regulator: **The Council for Regulating the Practice of Engineering Professions (CRPEP)**
Licensing Requirements: **As per the requirements of The Council for Regulating the Practice of Engineering Profession**

Job Description

The Mud Engineer, sometimes known as Drilling Fluids Engineer, ensures the properties and consistency of drilling mud used in drilling operations are optimal for the specific drilling conditions. They design and maintain fluid systems, analyze mud properties, and provide solutions to any drilling fluid challenges. A keen understanding of geology, chemistry, and the drilling process is crucial for this role.

Key Tasks
Collaborate with the drilling team to address any mud-related challenges during drilling operations.
Conduct lab tests to determine mud properties such as viscosity, density, and pH levels.
Design and recommend drilling fluid systems based on well parameters and anticipated conditions.
Document and report all mud-related activities, findings, and recommendations.
Ensure compliance with environmental regulations related to drilling mud disposal.
Monitor and analyze drilling mud properties, ensuring they meet required specifications.
Order and manage drilling fluid materials and additives to maintain adequate stock levels.
Provide technical support to the drilling crew regarding mud system maintenance and troubleshooting.

Core Skills	Level
Collaboration and Teamwork	Intermediate
Critical Thinking	Advanced
Planning and Organizing	Intermediate
Problem Solving	Intermediate

Technical Skills
Inventory Management
Laboratory Testing
Material Management
Mud Analysis
Mud System Design
Regulatory Compliance
Reporting
Technical Support

HEAD OF WORKOVER

Sector: **Energy**
Job Family: **Drilling**
Regulator: **N/A**
Licensing Requirements: **N/A**

Job Description

The Head of Workover oversees all workover operations to ensure the optimal recovery of oil and gas from mature wells. This role involves the strategic planning of interventions, ensuring the highest safety standards, and managing both human and material resources for effective operations. The Head of Workover supervises the work of the Workover Engineer, Workover Technician, and the Workover Operator.

Key Tasks
Collaborate with other departmental heads to ensure cohesive operational strategies.
Coordinate with Engineers, Technicians, and Operators for smooth intervention procedures.
Develop strategies to improve the efficiency and effectiveness of workover operations.
Ensure compliance with safety regulations, procedures, and best practices.
Evaluate the performance of equipment and tools, advocating for necessary upgrades or replacements.
Lead and oversee the planning and execution of all workover operations.
Manage the workover team, providing training opportunities and addressing any personnel issues.
Stay updated on industry trends, technological advancements, and best practices in workover operations.

Core Skills	Level
Collaboration and Teamwork	Advanced
Communication	Intermediate
Critical Thinking	Advanced
Empathy	Intermediate
Planning and Organizing	Advanced
Problem Solving	Intermediate

Technical Skills
Equipment Evaluation
Health, Saftey and Environmental Compliance
Industry Awareness
Operations Management
Strategic Planning and Development
Stakeholder Management

WORKOVER ENGINEER

Sector: **Energy**
Job Family: **Drilling**
Regulator: **The Council for Regulating the Practice of Engineering Professions (CRPEP) and the Ministry of Oil and Environment**
Licensing Requirements: **As per the requirements of The Council for Regulating the Practice of Engineering Profession and the Ministry of Oil and Evnironment**

Job Description

The Workover Engineer plans and executes interventions on existing oil and gas wells to restore, prolong or enhance production. They design and implement workover procedures, select appropriate equipment, and ensure all operations adhere to all relevant safety and environmental standards. The Workover Engineer works closely with and guides the Workover Technician and the Workover Operator.

Key Tasks
Analyze well data before and after workovers to assess the success of the intervention.
Collaborate with Field Operators, Technicians and Production Engineers to ensure smooth execution of workover programs.
Collaborate with Well Intervention, Engineers and other specialists to determine the best approach for the well workover execution.
Design and develop workover procedures tailored to specific well conditions.
Ensure all workover activities comply with relevant safety and environmental regulations.
Monitor and evaluate the effectiveness of workover activities, making adjustments as necessary.
Select and specify equipment and tools required for workover operations.
Stay updated with the latest technologies and methods in well intervention.

Core Skills	Level
Collaboration and Teamwork	Intermediate
Communication	Intermediate
Critical Thinking	Advanced
Numeracy	Basic
Planning and Organizing	Intermediate
Problem Solving	Advanced

Technical Skills
Data Analysis
Equipment Specification
Regulatory Compliance
Risk Management
Safety and Environmental Compliance
Workover Procedure Design and Execution

WORKOVER TECHNICIAN

Sector: **Energy**
Job Family: **Drilling**
Regulator: **N/A**
Licensing Requirements: **N/A**

Job Description

The Workover Technician assists the Workover Engineer during well intervention activities. They maintain, repaire, and operate the equipment used in workover operations. The role requires hands-on skills and a deep understanding of the tools and equipment.

Key Tasks
Assist in preparing and setting up equipment for workover operations.
Collaborate with the workover team to ensure the smooth flow of operations.
Ensure the cleanliness and orderliness of the workover site.
Handle and operate specialized equipment under the guidance of the Workover Engineer.
Keep an accurate log of all workover activities, noting any irregularities or issues.
Participate in safety drills and ensure all safety protocols are followed during operations.
Perform regular maintenance checks on workover tools and machinery.
Report any equipment malfunctions or breakdowns to the Workover Engineer.

Core Skills	Level
Collaboration and Teamwork	Advanced
Communication	Intermediate
Initiative	Intermediate
Planning and Organizing	Intermediate
Problem Solving	Advanced

Technical Skills
Equipment Maintenance
Equipment Operation
Equipment Set-up
Health, Saftey and Enviromental Compliance
Reporting and Documentation
Site Management

WORKOVER OPERATOR

Sector: **Energy**
Job Family: **Drilling**
Regulator: **N/A**
Licensing Requirements: **N/A**

Job Description

The Workover Operator ensures the safe and efficient execution of workover operations. They directly handle the machinery and tools during the operations and work collaboratively with the Workover Technician and Workover Engineer. They enhance the productivity and lifespan of oil and gas wells through various intervention procedures.

Key Tasks
Collaborate with the Workover Technician to set up and breakdown workover sites.
Communicate effectively with the Workover team to relay vital information during operations.
Ensure compliance with safety regulations and procedures.
Follow the guidance and instructions of the Workover Engineer during operations.
Monitor equipment to ensure it functions properly and safely.
Operate workover machinery and tools during intervention procedures.
Participate in routine safety drills and trainings.
Provide feedback and suggestions to enhance the efficiency of workover operations.

Core Skills	Level
Collaboration and Teamwork	Intermediate
Communication	Basic
Critical Thinking	Advanced
Digital Literacy	Intermediate
Problem Solving	Intermediate

Technical Skills
Equipment Operation
Monitoring and Feedback
Health, Saftey and Enviromental Compliance
Site Preparation

OPERATIONS MANAGER

Sector: **Energy**
Job Family: **Operations and Processing**
Regulator: **N/A**
Licensing Requirements: **N/A**

Job Description

The Operations Manager manages the strategic direction of the operation and processing facility. They set goals, monitor key performance indicators, ensure the safety of the employees, and represent the facility in various industry forums. The Operations Manager leads initiatives to maintain the facility's position in technological and procedural advancements by ensuring compliance with industry standards and the achievement of the product slate at the lowest possible cost per unit of hydrocarbon produced.

Key Tasks
Conduct periodical meetings with staff to promote, monitor and discuss Health, Safety and Environmental issues.
Lead initiatives for technological and procedural advancements.
Lead Shutdown teams during shutdowns to ensure a well-planned process is safely executed.
Oversee all departments to ensure operational competitiveness (Safety, Reliability, Efficiency, Costs and margins) is achieved within a safe environment.
Provide regular updates and reports on field operations to senior management and stakeholders.
Set strategic goals and monitor key performance indicators to drive improvements.
Update and implement standard operating procedures and best practices to enhance efficiency and safety in field operations.

Core Skills	Level
Building Inclusivity	Advanced
Collaboration and Teamwork	Advanced
Critical Thinking	Advanced
Digital Literacy	Intermediate
Empathy	Advanced
Planning and Organizing	Advanced

Technical Skills
Budget Management
Regulatory Compliance
Crisis Management
Health, Safety and Evniornmental Compliance
Innovation Management
Operations Strategy
Product Quality Control
Risk Management
Safety Protocols

HEAD OF OPERATIONS

Sector: **Energy**
Job Family: **Operations and Processing**
Regulator: **N/A**
Licensing Requirements: **N/A**

Job Description

The Head of Operations provides strategic direction and leadership for the efficient and safe operation of field activities. They develop and implement operational strategies, set performance goals, and ensure alignment with the broader organizational vision. They also collaborate with senior leadership and stakeholders to optimize field productivity and sustainability.

Key Tasks
Coordinate emergency response activities.
Develop and implement operational strategies in alignment with the organizational vision and goals.
Ensure stakeholders receive regular updates on filed operations performance and challenges.
Handle high-level operational challenges and decisions, providing strategic direction and resolutions.
Lead continuous improvement initiatives to enhance operational efficiency and safety.
Manage the operations team whilst ensuring cohesive team performance and professional development.
Monitor industry trends, innovations, and best practices to ensure field operations remain competitive.
Oversee multiple field operations, ensuring tasks are executed efficiently, safely, and in compliance with regulations.

Core Skills	Level
Collaboration and Teamwork	Advanced
Communication	Intermediate
Digital Literacy	Intermediate
Empathy	Intermediate
Planning and Organizing	Advanced
Problem Solving	Intermediate

Technical Skills
Crisis Management
Innovation Management
Operations Management
Process Optimization
Regulatory Compliance (Quality Management System)
Risk Management
Safety Protocols
Strategic Planning
Trend Analysis

OPERATOR

Sector: **Energy**
Job Family: **Operations and Processing**
Regulator: **N/A**
Licensing Requirements: **N/A**

Job Description

The Operator ensures efficient execution of processes, maintains equipment, and adheres to safety protocols. They work closely with team members and supervisors to achieve operational goals and ensure the smooth running of energy production or distribution tasks in the field.

Key Tasks
Assist in routine inspections and maintenance activities.
Collaborate with team members to optimize operations and achieve performance metrics.
Comply with all safety protocols and standards, ensuring a safe working environment.
Identify potential equipment malfunctions and report them to the supervisor.
Monitor and record operational data, ensuring accuracy and timely reporting.
Operate field equipment as per standard procedures.
Respond promptly to emergencies, taking appropriate actions as directed by the supervisor.

Core Skills	Level
Collaboration and Teamwork	Intermediate
Communication	Intermediate
Critical Thinking	Basic
Literacy	Intermediate
Planning and Organizing	Basic
Problem Solving	Intermediate

Technical Skills
Basic Equipment Maintenance
Data Recording
Equipment Monitoring
Equipment Operation
Plant Monitoring and Inspection
Safety Protocols
Start-up and Shutdown Procedures
Troubleshooting / Emergency Operations
Unit Operations

PROCESS MANAGER

Sector: **Energy**
Job Family: **Operations and Processing**
Regulator: **N/A**
Licensing Requirements: **N/A**

Job Description

The Process Manager oversees the entire process engineering department. This set strategic goals, manage teams, ensure compliance with industry regulations, and align process improvements with business objectives. The Process Manager collaborates with other departments and stakeholders to uphold the facility's standards.

Key Tasks
Collaborate with other departments to align process improvements with business goals.
Communicate higher management decisions to the Process Specialists for implementation.
Compile the specialists reports and integrate them within the decision-making process.
Conduct technical tender evaluations in alignment with organizational procurement processes.
Manage and mentor process engineering teams.
Oversee process improvement projects and technological integrations.
Set strategic goals for the process engineering department.

Core Skills	Level
Building Inclusivity	Advanced
Collaboration and Teamwork	Advanced
Critical Thinking	Advanced
Empathy	Advanced
Initiative	Advanced
Planning and Organizing	Advanced

Technical Skills
Budget Management
Cost Optimization
Process Integration
Process Optimization
Process Safety Management (PSM)
Quality Assurance and Quality Control
Refinery Turnaround Management
Strategic Planning
Technological Innovation

PROCESS SPECIALIST

Sector: **Energy**
Job Family: **Operations and Processing**
Regulator: **N/A**
Licensing Requirements: **N/A**

Job Description

Process Specialists monitor, audit, refine and streamline existing processes. They require a deep technical understanding of refining processes. They lead teams of engineers towards implementing advancements and troubleshooting complex issues.

Key Tasks
Collaborate with interdisciplinary teams to optimize processes.
Develop training protocols for process engineering teams.
Ensure the overall safe implementation of the refining process in accordance to the product specifications.
Lead teams in process improvement projects.
Monitor, analyze and refine existing processes for enhanced efficiency.
Troubleshoot complex process-related challenges.

Core Skills	Level
Collaboration and Teamwork	Intermediate
Communication	Intermediate
Digital Literacy	Intermediate
Planning and Organizing	Intermediate
Problem Solving	Intermediate

Technical Skills
Catalyst Management
Fluid Dynamics
Heat Transfer Principles
Mass Balance Analysis
Process Design and Simulation
Process Optimization
Reactor Design
Refining Unit Operations
Simulation Software Proficiency
Troubleshooting

PROCESS ENGINEER

Sector: **Energy**
Job Family: **Operations and Processing**
Regulator: **The Council for Regulating the Practice of Engineering Professions (CRPEP)**
Licensing Requirements: **As per the requirements of The Council for Regulating the Practice of Engineering Profession**

Job Description

The Process Engineer designs, optimizes, and maintains refining and processing systems. They work closely with equipment and operations teams to ensure efficient and safe production processes. They also work on troubleshooting issues, improving production rates, and implementing new technologies.

Key Tasks
Analyze process data to enhance efficiency.
Design and optimize refining processes.
Implement safety and environmental protocols in processes.
Participate in project teams to implement new technologies.
Work closely with the operations team to troubleshoot process-related issues.

Core Skills	Level
Collaboration and Teamwork	Basic
Communication	Basic
Digital Literacy	Basic
Numeracy	Basic
Planning and Organizing	Intermediate
Problem Solving	Basic

Technical Skills
Catalyst Management
Fluid Dynamics
Heat Transfer Principles
Mass Balance Analysis
Process Design and Simulation
Process Optimization
Reactor Design
Refining Unit Operations
Simulation Software Proficiency
Troubleshooting

HEAD OF LABORATORY

Sector: **Energy**
Job Family: **Operations and Processing**
Regulator: **N/A**
Licensing Requirements: **N/A**

Job Description

The Head of Laboratory manages the laboratory operations. They supervise laboratory staff, oversee the analysis and testing processes, ensure compliance with quality standards, and contribute to research and development initiatives. The Head of Laboratory maintains the integrity and accuracy of laboratory results, which are essential for operational decisions and product development.

Key Tasks
Analyze laboratory data and provide insights for process improvements and decision-making whilst ensuring laboratory compliance with industry standards and regulatory requirements.
Collaborate with Research and Development, Quality Assurance and Quality Control, and other departments, to support product development, operational decisions, and troubleshooting.
Develop and implement laboratory policies and procedures to maintain high standards of quality and efficiency.
Develop annual chemical consumption and budget, and define optimal inventory levels of required chemicals for the organization.
Maintain and update chemical handling procedures and hazardous chemical processes.
Manage and mentor laboratory staff, providing guidance and ensuring adherence to safety protocols.
Manage laboratory budget and resources, ensuring cost-effective operations.
Oversee laboratory operations, ensuring accurate and efficient analysis and testing of samples.

Core Skills	Level
Collaboration and Teamwork	Advanced
Communication	Intermediate
Critical Thinking	Advanced
Digital Literacy	Intermediate
Numeracy	Intermediate
Planning and Organizing	Advanced

Technical Skills
Budget Management
Data Analysis
Inventory Management
Laboratory Management
Quality Assurance and Quality Control
Reporting
Research and Development Support
Safety Compliance
Technological Proficiency

LAB CHEMIST

Sector: **Energy**
Job Family: **Operations and Processing**
Regulator: **N/A**
Licensing Requirements: **N/A**

Job Description

The Lab Chemist conducts chemical analyses and experiments in a laboratory. They analyze samples, interpret data, and report findings, all while adhering to strict laboratory safety protocols. The Laboratory Chemist contributes significantly to research and development, quality control, and ensures the integrity and accuracy of laboratory results.

Key Tasks
Assist in quality control processes to ensure the integrity of products and services and conduct chemical analyses of various samples relevant to the Energy sector.
Collaborate with other scientists and researchers in developing new methods and testing procedures.
Document all experiments and analyses in accordance with industry safety protocols.
Interpret and report data accurately to assist in decision-making and product development.
Liaise with the company's laboratories and external consultants or laboratories, on planning and interpretation of sampling and analysis exercises.
Maintain and calibrate laboratory instruments to ensure precise measurements.
Pre-qualify chemical products used for the organization.
Stay updated with advancements in chemical analysis techniques and laboratory practices and troubleshoot product quality, field equipment and other issues as well as recommending solutions.

Core Skills	Level
Collaboration and Teamwork	Intermediate
Communication	Intermediate
Critical Thinking	Advanced
Digital Literacy	Intermediate
Initiative	Intermediate
Problem Solving	Advanced

Technical Skills
Chemical Analysis
Data Analysis
Data Interpretation
Documentation and Reporting
Instrumentation Skills
Laboratory Safety
Quality Control
Reporting
Stakeholder Management
Testing Procedures
Troubleshooting

ENGINEERING MANAGER

Sector: **Energy**
Job Family: **Engineering and Maintenance**
Regulator: **N/A**
Licensing Requirements: **N/A**

Job Description

The Engineering Manager oversees all engineering departments within the organization, ensuring projects are completed on time, and all processes adhere to industry standards and regulations. This role also involves strategic planning, managing budgets, and leading teams of engineers and technicians to drive innovation in the Energy sector.

Key Tasks
Collaborate with department heads to integrate engineering activities into overall company operations.
Develop and implement engineering strategies aligned with the organization's goals and objectives.
Ensure all engineering processes and operations comply with industry regulations and standards.
Manage department budgets, resources, and timelines to optimize operational efficiency.
Mentor engineering teams, fostering a culture of continuous learning and innovation.
Monitor and manage engineering projects, including liaising with local and global contractors, ensuring they are completed on time and within budget.
Oversee and lead all engineering departments, ensuring collaboration and effective communication.

Core Skills	Level
Building Inclusivity	Advanced
Collaboration and Teamwork	Advanced
Communication	Advanced
Critical Thinking	Advanced
Empathy	Advanced
Initiative	Advanced

Technical Skills
Budget Management
Continuous Improvement
Engineering Discipline
Environmental and Sustainability
Mentoring
Project Management
Regulatory Compliance
Safety Regulations
Strategic Planning

HEAD OF MECHANICAL ENGINEERING

Sector: **Energy**
Job Family: **Engineering and Maintenance**
Regulator: **N/A**
Licensing Requirements: **N/A**

Job Description

The Head of Mechanical Engineering oversees the design and implementation of mechanical systems in the Energy sector. They ensure that mechanical systems and equipment meet industry standards, are safe, efficient, and reliable. They also lead teams of mechanical engineers and collaborate with other engineering disciplines to achieve project objectives.

Key Tasks
Collaborate with cross-disciplinary teams to ensure the integration of mechanical systems with other engineering solutions.
Engage with stakeholders to gather system requirements and provide expert mechanical engineering input.
Oversee feasibility studies and evaluation review of mechanical rotating and fixed equipment for capital projects and for plant modifications from reliability and technical specifications point of view.
Oversee testing and validation processes for new mechanical systems and components.
Review and approve mechanical designs to ensure compliance with industry and organizational standards.
Supervise and guide a team of mechanical engineers in design and development tasks including the training of employees.
Troubleshooting, reliability improvement, and upgrading projects of critical rotating and fixed equipment.

Core Skills	Level
Collaboration and Teamwork	Advanced
Communication	Advanced
Digital Literacy	Intermediate
Empathy	Intermediate
Planning and Organizing	Advanced
Problem Solving	Advanced

Technical Skills
Enterprise Resource Planning System Familiarity
Failure Analysis
Feasibility Analysis
Mechanical System Testing
Rotating and Fixed Equipment Design
Rotating and Fixed Equipment System Analysis
Staff Training
Stakeholder Management
Systems Integration
Troubleshooting
Vibration Analysis

HEAD OF INSTRUMENTATION ENGINEERING

Sector: **Energy**
Job Family: **Engineering and Maintenance**
Regulator: **N/A**
Licensing Requirements: **N/A**

Job Description

The Head of Instrumentation Engineering directs and oversees the design, implementation, and maintenance of instrumentation systems in the Energy sector. They ensure that instrumentation systems are calibrated, functional, and compliant with industry standards, while optimizing performance. They lead instrumentation engineering teams, liaise with other engineering disciplines, and provide technical expertise for project success.

Key Tasks
Collaborate with multidisciplinary teams to integrate instrumentation systems with broader project requirements.
Develop and implement best practices, standards, and procedures for instrumentation.
Engage with stakeholders to understand system requirements and provide expert instrumentation engineering advice.
Incorporate innovative solutions by adopting technological advancements in instrumentation engineering and
Monitor and ensure the performance, safety, and reliability of instrumentation systems in operation.
Oversee calibration, testing, and validation procedures for instrumentation systems.
Review and approve instrumentation designs and systems to ensure they meet organizational architecture requirements and industry standards.

Core Skills	Level
Collaboration and Teamwork	Advanced
Critical Thinking	Intermediate
Digital Literacy	Intermediate
Empathy	Intermediate
Planning and Organizing	Advanced
Problem Solving	Advanced

Technical Skills
Calibration and Validation
Instrumentation Design
Mentoring
Performance Monitoring
Process Control and System Architecture
Stakeholder Management
Systems Integration

HEAD OF ELECTRICAL ENGINEERING

Sector: **Energy**
Job Family: **Engineering and Maintenance**
Regulator: **N/A**
Licensing Requirements: **N/A**

Job Description

The Head of Electrical Engineering guides and manages the electrical engineering team in the organization. Their main responsibilities include the engineering design, and development of electrical systems and ensuring they meet regulatory compliance and overseeing the department budget. They collaborate closely with other departments to ensure electrical components align with broader project goals and objectives.

Key Tasks
Collaborate with cross-functional teams to ensure the integration of electrical systems into broader projects.
Design and approve electrical systems that are efficient, reliable, and in line with industry standards.
Develop, review, and implement standards, policies, and procedures for the electrical engineering team.
Direct and oversee the electrical engineering team, setting project objectives, timelines, and budgets.
Engage with stakeholders to understand their electrical requirements and provide solutions.
Establish and maintain safety protocols for electrical installations and operations.
Oversee the installation, testing, and commissioning of electrical components and systems.

Core Skills	Level
Collaboration and Teamwork	Advanced
Digital Literacy	Intermediate
Empathy	Intermediate
Initiative	Intermediate
Planning and Organizing	Advanced
Problem Solving	Advanced

Technical Skills
Electrical Installation and Testing
Electrical Safety
Electrical System Design
Performance Analysis
Project Management
Regulatory Compliance
Stakeholder Management
Systems Integration

HEAD OF CIVIL ENGINEERING

Sector: **Energy**
Job Family: **Engineering and Maintenance**
Regulator: **N/A**
Licensing Requirements: **N/A**

Job Description

The Head of Civil Engineering leads the civil engineering team in energy infrastructure projects. They design, plan, and oversee the construction and maintenance activities such as roads, well pads, production facilities and buildings within the organization. Coordination with other departments and stakeholders is crucial to ensure the infrastructure aligns with broader organizational objectives. The Head of Civil Engineering ensures that construction projects are completed within assigned timelines and delivered on budget.

Key Tasks
Collaborate with other engineering disciplines to integrate civil components seamlessly.
Design and oversee the construction of organizational construction infrastructure projects.
Ensure that all civil engineering projects comply with industry and local regulations and standards.
Lead the civil engineering team, setting project goals, and ensuring timely delivery.
Manage the budget and resources for civil engineering projects.
Oversee quality control processes and ensure Health, Safety and Environment standards are upheld in all projects.
Review and approve engineering drawings, plans, and specifications.

Core Skills	Level
Collaboration and Teamwork	Advanced
Digital Literacy	Intermediate
Empathy	Intermediate
Numeracy	Advanced
Planning and Organizing	Advanced
Problem Solving	Advanced

Technical Skills
Budgeting and Resource Allocation
Construction Management
Geotechnical Engineering
Project Management
Quality Control
Regulatory Compliance
Structural Engineering

HEAD OF RELIABILITY ENGINEERING

Sector: **Energy**
Job Family: **Engineering and Maintenance**
Regulator: **N/A**
Licensing Requirements: **N/A**

Job Description

The Head of Reliability Engineering ensures the consistent performance and reliability of all equipment and systems. They oversee the development and implementation of reliability programs, conduct, and manage root cause analyses on equipment failures, and drive continuous improvement efforts. They lead teams in implementing maintenance strategies that boost equipment uptime and reduce costs.

Key Tasks
Collaborate with other engineering departments to integrate reliability principles into projects.
Develop and implement reliability programs that align with industry standards.
Develop predictive maintenance techniques to forecast and mitigate potential failures.
Drive continuous improvement efforts to increase equipment longevity and reduce maintenance costs.
Lead the reliability engineering unit and set departmental goals.
Monitor equipment performance metrics and develop strategies to improve them.
Oversee root cause analysis investigations for equipment and system failures.

Core Skills	Level
Collaboration and Teamwork	Intermediate
Critical Thinking	Intermediate
Digital Literacy	Intermediate
Empathy	Intermediate
Planning and Organizing	Intermediate

Technical Skills
Data Analysis
Equipment Lifecycle Management
Failure Mode and Effect Analysis
Material Specifications
Predictive Maintenance
Root Cause Analysis
Strategy Development

MECHANICAL ENGINEER

Sector: **Energy**
Job Family: **Engineering and Maintenance**
Regulator: **The Council for Regulating the Practice of Engineering Professions (CRPEP)**
Licensing Requirements: **As per The Council for Regulating the Practice of Engineering Profession requirements**

Job Description

The Mechanical Engineers analyse and maintain the mechanical systems and components. They ensure the safe and efficient operation of machinery and mechanical systems, considering industry-specific requirements and standards.

Key Tasks
Collaborate with other engineers and professionals on multi-disciplinary projects.
Conduct mechanical simulations and tests to evaluate system performance.
Design and develop mechanical equipment and systems for energy production.
Ensure compliance with Health, Safety and Environment standards and regulations in all mechanical operations.
Oversee installation, operation, and maintenance of mechanical systems.
Participate in root cause analysis for mechanical failures and recommend corrective actions.
Provide technical expertise and guidance on mechanical challenges by staying updated with the latest technological advancements in the field of mechanical engineering.
Troubleshooting, monitoring, recording, and analysing data of mechanical equipment.

Core Skills	Level
Adaptability	Intermediate
Collaboration and Teamwork	Intermediate
Numeracy	Intermediate
Digital Literacy	Intermediate
Planning and Organizing	Basic
Problem Solving	Intermediate

Technical Skills
Cross-disciplinary Collaboration
Health, Safety and Environment Compliance
Mechanical System Design
Mechanical System Installation
Mechanical System Maintenance
Mechanical Testing and Simulation
Root Cause Analysis
Technical Drawing and Blueprint Reading
Technical Report Writing
Troubleshooting
Vibration Analysis

INSTRUMENTATION ENGINEER

Sector: **Energy**
Job Family: **Engineering and Maintenance**
Regulator: **The Council for Regulating the Practice of Engineering Professions (CRPEP)**
Licensing Requirements: **As per The Council for Regulating the Practice of Engineering Profession requirements**

Job Description

An Instrumentation Engineers design instrumentation control systems, manage the installation of new control systems and oversee the maintenance of instrumentation control systems standards. They ensure accurate measurements are taken and used for the monitoring of Management Information Systems and control of processes, enhancing operational efficiency and safety while driving continuous improvement.

Key Tasks
Collaborate with other engineering teams to integrate instrumentation systems into larger projects.
Conduct training sessions for staff on the proper use and maintenance of instrumentation systems and equipment.
Design and implement instrumentation systems for the Energy sector and sign off and approve system designs.
Ensure that all instrumentation activities comply with industry safety and quality standards.
Manage contractors tasked with the construction or installation of instrumentation and control systems.
Monitor system performance, by ensuring that the control system integrates with the companies' industrial Management Information System architecture and design, and amend the control architecture and software as required.
Troubleshoot issues related to instrumentation systems and recommend solutions when required.

Core Skills	Level
Adaptability	Intermediate
Collaboration and Teamwork	Intermediate
Digital Literacy	Intermediate
Numeracy	Intermediate
Planning and Organizing	Intermediate
Problem Solving	Intermediate

Technical Skills
Calibration
Enterprise Resource Planning System Familiarity
Instrumentation System Design
Safety and Quality Compliance
Stakeholder Management
System Design
System Integration
System Monitoring
Training and Development
Troubleshooting

ELECTRICAL ENGINEER

Sector: **Energy**
Job Family: **Engineering and Maintenance**
Regulator: **The Council for Regulating the Practice of Engineering Professions (CRPEP) and Electricity and Water Authority**
Licensing Requirements: **As per The Council for Regulating the Practice of Engineering Profession and Electricity and Water Authority requirements**

Job Description

The Electrical Engineers study, design, and application of equipment, devices, and systems which use electricity, electronics, and electromagnetism. They design, develope, test, and supervise electrical equipment deployment, ensuring that installations and systems conform to standards and customer requirements.

Key Tasks
Collaborate with other engineers and stakeholders to define project specifications and requirements.
Conduct research to innovate and improve existing electrical systems.
Design and develop electrical systems and solutions for various energy projects.
Inspect and test the installation, operation, and performance of electrical equipment for safety and functionality.
Oversee project installations and ensure compliance with industry standards and regulations.
Provide technical support to team members and clients, clarifying queries related to electrical systems.
Review electrical engineering plans and make modifications as required.
Troubleshoot and rectify electrical issues and failures, ensuring minimal downtime.

Core Skills	Level
Adaptability	Intermediate
Collaboration and Teamwork	Intermediate
Digital Literacy	Intermediate
Numeracy	Intermediate
Planning and Organizing	Intermediate
Problem Solving	Intermediate

Technical Skills
Electrical Installation Testing
Electrical System Design
Equipment Testing
Plan Review and Modification
Regulatory Compliance
Research and Innovation
Stakeholder Management
Technical Support
Troubleshooting

CIVIL ENGINEER

Sector: **Energy**
Job Family: **Engineering and Maintenance**
Regulator: **The Council for Regulating the Practice of Engineering Professions (CRPEP)**
Licensing Requirements: **As per The Council for Regulating the Practice of Engineering Profession requirements**

Job Description

The Civil Engineers plan, design, construct, and maintain structures and infrastructure essential for the organization. They ensure that all projects design and implementation are compliant with industry standards and regulations while considering environmental and safety factors.

Key Tasks
Assess potential construction sites and evaluate possible risks and challenges.
Collaborate with multi-disciplinary engineering teams to ensure project goals and specifications are met.
Conduct feasibility studies to determine the viability of proposed construction projects.
Develop detailed designs for energy infrastructure projects, such as plants, pipelines, well pads and other facilities.
Ensure all projects adhere to Health, Safety and Environment regulations.
Monitor and assess the durability and performance of existing infrastructure.
Oversee and manage construction projects, ensuring they are completed on time and within budget.
Provide recommendations and solutions for civil engineering challenges in the organization.

Core Skills	Level
Adaptability	Intermediate
Collaboration and Teamwork	Intermediate
Digital Literacy	Intermediate
Numeracy	Intermediate
Planning and Organizing	Intermediate
Problem Solving	Intermediate

Technical Skills
Construction Management
Feasibility Analysis
Health, Safety and Environment Compliance
Infrastructure Design
Infrastructure Monitoring
Project Management
Regulatory Compliance
Site Assessment

RELIABILITY ENGINEER

Sector: **Energy**
Job Family: **Engineering and Maintenance**
Regulator: **The Council for Regulating the Practice of Engineering Professions (CRPEP)**
Licensing Requirements: **As per The Council for Regulating the Practice of Engineering Profession requirements**

Job Description

The Reliability Engineers ensure that equipment and infrastructure operate consistently and efficiently. They use various analytical methods and tools to identify and rectify potential failures, ensuring minimal downtime and maximum operational efficiency.

Key Tasks
Analyse equipment data and maintenance records to identify trends and predict potential failures.
Conduct root cause analysis on equipment failures to prevent recurrence.
Develop and implement reliability standards and procedures for new equipment installations.
Engage in proactive measures to minimize or prevent potential failures
Evaluate the effectiveness of inspection strategies and recommend improvements.
Implement and oversee condition monitoring systems to detect early signs of corrosion/erosion or degradation.
Improve reliability programs based on feedback and updated industry practices.

Core Skills	Level
Collaboration and Teamwork	Intermediate
Communication	Intermediate
Digital Literacy	Intermediate
Initiative	Intermediate
Planning and Organizing	Intermediate
Problem Solving	Intermediate

Technical Skills
Condition Monitoring
Continuous Improvement
Data Analysis
Equipment Assessment
Maintenance Optimization
Reliability Standards Development
Root Cause Analysis

MAINTENANCE MANAGER

Sector: **Energy**
Job Family: **Engineering and Maintenance**
Regulator: **N/A**
Licensing Requirements: **N/A**

Job Description

The Maintenance Manager oversees the daily operations of the maintenance department, ensuring all equipment and machinery within the Energy sector are functioning optimally. They coordinat maintenance tasks, and ensure compliance with Health, Safety and Environment regulations. They manage the maintenance team, ensuring they are trained and equipped to handle all maintenance needs efficiently and effectively.

Key Tasks
Ensure compliance with Health, Safety and environmental regulations pertaining to equipment maintenance.
Liaise with local and global contractors to manage maintenance key activities.
Liaise with vendors and suppliers for equipment parts and repair services.
Manage budgets for the maintenance department, ensuring cost-effective practices.
Monitor the performance and efficiency of equipment, implementing improvements as necessary.
Oversee troubleshooting and repair of mechanical, electrical, and instrumentation systems.
Train, guide, and mentor maintenance staff, ensuring optimal performance.

Core Skills	Level
Building Inclusivity	Advanced
Communication	Advanced
Critical Tthinking	Advanced
Empathy	Advanced
Initiative	Advanced
Numeracy	Intermediate

Technical Skills
Asset Management
Budget Management
Continuous Improvement
Energy Efficiency
Environmental and Sustainability
Health, Safety and Environment Regulations
Maintenance Strategies
Regulatory Compliance
Stakeholder Management

HEAD OF MECHANICAL MAINTENANCE

Sector: **Energy**
Job Family: **Engineering and Maintenance**
Regulator: **N/A**
Licensing Requirements: **N/A**

Job Description

The Head of Mechanical Maintenance oversees all mechanical maintenance activities within the organization, ensuring operational reliability, efficiency, and safety compliance. They ensure that all equipment and systems are maintained, repaired, and optimized to uphold the highest standards of performance. They collaborate with other departments, the Head of Mechanical Maintenance is pivotal in planning preventive and predictive maintenance schedules, addressing breakdowns promptly, and improving equipment longevity.

Key Tasks
Collaborate with the engineering team to recommend equipment upgrades or replacements when necessary.
Coordinate with the procurement department for the timely availability of spare parts and tools.
Ensure compliance with Health, Safety and Environment protocols during all maintenance activities.
Lead and manage the mechanical maintenance team in performing routine and emergency maintenance tasks.
Maintain a comprehensive record of all maintenance activities and generate periodic reports.
Plan and implement preventive maintenance schedules for mechanical systems and equipment.
Respond to and manage breakdowns, ensuring minimal operational downtime.

Core Skills	Level
Collaboration and Teamwork	Advanced
Communication	Intermediate
Digital Literacy	Intermediate
Empathy	Intermediate
Planning and Organisaing	Intermediate
Problem Solving	Advanced

Technical Skills
Equipment Diagnostics
Failure Analysis
Health, Safety and Environment Compliance
Mechanical Systems Knowledge
Preventive Maintenance Planning
Quality Assurance and Inspection
Regulatory Compliance
Reporting

HEAD OF INSTRUMENTATION MAINTENANCE

Sector: **Energy**
Job Family: **Engineering and Maintenance**
Regulator: **N/A**
Licensing Requirements: **N/A**

Job Description

The Head of Instrumentation Maintenance oversees all instrumentation maintenance activities, ensuring the precise operation of instruments and systems within the organization. They ensure that all instruments are calibrated, maintained, and optimized to the highest standards of performance. The Head of Instrumentation Maintenance collaborates with other departments in planning preventive maintenance schedules, addressing instrument malfunctions promptly, and improving system reliability.

Key Tasks
Address and manage instrument malfunctions, ensuring minimal operational disruption.
Coordinate with the procurement department for the acquisition of replacement instruments and calibration tools.
Ensure adherence to safety Health, Safety and Environment protocols during all maintenance activities.
Lead the instrumentation maintenance team in executing routine and emergency maintenance tasks.
Maintain a detailed record of all maintenance activities related to instrumentation and produce regular reports.
Plan and implement preventive maintenance schedules for instrumentation systems.
Train and mentor instrumentation technicians, fostering their professional development.

Core Skills	Level
Collaboration and Teamwork	Advanced
Communication	Intermediate
Digital Literacy	Intermediate
Empathy	Intermediate
Planning and Organizing	Advanced
Problem Solving	Advanced

Technical Skills
Enterprise Resource Planning System Familiarity
Health, Safety and Environment Compliance
Instrument Calibration
Instrumentation Systems Knowledge
Preventive Maintenance Planning
Record Keeping
Scheduling
Staff Training

HEAD OF ELECTRICAL MAINTENANCE

Sector: **Energy**
Job Family: **Engineering and Maintenance**
Regulator: **N/A**
Licensing Requirements: **N/A**

Job Description

The Head of Electrical Maintenance leads and manages all electrical maintenance activities, ensuring the safe and optimal operation of electrical systems and equipment within the organization. They implement maintenance schedules, prompt troubleshooting and repair electrical issues, and ensure that all electrical work meets regulatory standards. The Head of Electrical Maintenance collaborates with other departments to optimize power usage and ensures system reliability.

Key Tasks
Collaborate with the procurement department for the acquisition of electrical components and equipment.
Coordinate with the engineering team to recommend system upgrades or replacements based on electrical performance.
Design and implement preventive maintenance schedules for electrical systems and equipment.
Ensure that all electrical maintenance activities adhere to Health, Safety and Environment regulations and industry standards.
Lead the electrical maintenance team in performing routine and emergency maintenance tasks.
Maintain accurate records of all electrical maintenance activities and produce regular reports for senior management.
Provide training and mentorship to electrical technicians, enhancing their skill sets and career growth.
Troubleshoot and rectify electrical malfunctions promptly to ensure minimal operational disruption.

Core Skills	Level
Collaboration and Teamwork	Advanced
Communication	Intermediate
Digital Literacy	Intermediate
Empathy	Intermediate
Planning and Organisaing	Advanced
Problem Solving	Intermediate

Technical Skills
Electrical Safety Compliance
Electrical System Analysis
Knowledge of Electrical Codes and Regulations
Knowledge of Electrical Equipment
Preventive Maintenance Planning
Report Writing
Staff Training
Troubleshooting
Understanding of Technical Documentation

HEAD OF RELIABILITY MAINTENANCE

Sector: **Energy**
Job Family: **Engineering and Maintenance**
Regulator: **N/A**
Licensing Requirements: **N/A**

Job Description

The Head of Reliability Maintenance leads the reliability maintenance team and ensures that all maintenance activities support the organization's long-term reliability objectives. This involves developing reliability-focused strategies, improving maintenance practices, and deploying predictive maintenance technologies.

Key Tasks
Analyze system failures and implement corrective actions to improve overall equipment reliability.
Collaborate with engineering and operations teams to ensure the reliability of new and existing assets.
Develop and enforce a reliability-centered maintenance strategy aligned with organizational goals.
Integrate predictive and preventative maintenance tools and technologies to anticipate and mitigate potential failures.
Lead the reliability maintenance team in executing maintenance plans and activities.
Manage budgets and resources for reliability maintenance projects and initiatives.
Report on reliability metrics and improvement progress to senior management.
Train and develop maintenance staff on reliability principles and best practices.

Core Skills	Level
Collaboration and Teamwork	Advanced
Communication	Intermediate
Digital Literacy	Intermediate
Empathy	Intermediate
Planning and Organizing	Intermediate
Problem Solving	Advanced

Technical Skills
Budget Management
Diagnostic Data Analysis
Equipment Lifecycle Management
Failure Analysis
Maintenance Strategy Development
Predictive Maintenance Technology
Preventative Maintenance Technology
Reliability-Centered Maintenance
Reporting
Staff Training

MECHANICAL MAINTENANCE TECHNICIAN

Sector: **Energy**
Job Family: **Engineering and Maintenance**
Regulator: **N/A**
Licensing Requirements: **N/A**

Job Description

The Mechanical Maintenance Technicians conduct routine maintenance, troubleshoot, and repair mechanical equipment. They ensure that machines and systems operate efficiently, safely, and consistently to meet energy production needs.

Key Tasks
Assist engineers in testing and refining mechanical designs, for example, Piping and Instrumentation Diagram.
Collaborate with the procurement department to source necessary spare parts and tools.
Follow safety guidelines and protocols while working with machinery and equipment.
Maintain equipment logs and documentation detailing maintenance and repair history.
Participate in emergency response teams during critical equipment failures.
Perform routine preventive maintenance to ensure that machines operate smoothly.
Troubleshoot and repair malfunctioning mechanical systems and components.

Core Skills	Level
Adaptability	Intermediate
Colloboration and Teamwork	Basic
Communication	Basic
Critical Thinking	Intermediate
Digital Literacy	Basic
Problem Solving	Intermediate

Technical Skills
Blueprint Reading and Sketching
Documentation
Mechanical Systems
Precision Measurement and Calibration
Safety Protocols
Spare Parts Management
Testing
Tool Proficiency
Troubleshooting

INSTRUMENTATION MAINTENANCE TECHNICIAN

Sector: **Energy**
Job Family: **Engineering and Maintenance**
Regulator: **N/A**
Licensing Requirements: **N/A**

Job Description

The Instrumentation Maintenance Technicians maintain, calibrate, and troubleshoot instrumentation equipment and systems to ensure they function optimally. They ensure smooth operation of automated systems and the accurate measurement of various parameters in the organization.

Key Tasks
Calibrate instrumentation equipment to ensure accurate readings.
Contribute to the development of trainees by supporting acting as a training buddy for the on-the-job portion of training
Diagnose and rectify issues with instrumentation and control systems.
Ensure adherence to all safety and compliance protocols within the environment and when working with instruments.
Implement maintenance schedules and preventative maintenance routines for instrumentation devices based on condition monitoring and reliability practices.
Install new instrumentation systems as required.
Maintain detailed records and logs of all maintenance and calibration activities.

Core Skills	Level
Adaptability	Intermediate
Colloboration and Teamwork	Basic
Communication	Basic
Critical Thinking	Intermediate
Digital Literacy	Basic
Problem Solving	Intermediate

Technical Skills
Documentation
Instrument Calibration
Maintenance Scheduling
Safety Protocols
System Installation
Technical Collaboration
Troubleshooting

ELECTRICAL MAINTENANCE TECHNICIAN

Sector: **Energy**
Job Family: **Engineering and Maintenance**
Regulator: **Electricity and Water Authority**
Licensing Requirements: **As per the Electricity and Water Authority requirements**

Job Description

The Electrical Maintenance Technicians install, maintain, and repair electrical systems, equipment, and components. Ensuring safety and efficiency, they diagnose malfunctions, replace damaged parts, and calibrate systems to ensure optimal operations in energy-related contexts.

Key Tasks
Calibrate electrical components and systems for optimal operation.
Collaborate with the engineering team to optimize electrical system performance.
Conduct regular inspections to identify potential issues and ensure compliance with safety standards.
Install and set up electrical systems and equipment.
Maintain detailed records of electrical maintenance and repair activities.
Recommend upgrades or modifications to enhance system efficiency.
Troubleshoot and repair malfunctions in electrical systems.

Core Skills	Level
Adaptability	Intermediate
Colloboration and Teamwork	Basic
Communication	Basic
Critical Thinking	Intermediate
Digital Literacy	Basic
Problem Solving	Intermediate

Technical Skills
Documentation
Electrical System Installation
Inspection and Testing of Electrical Systems
Knowledge of Electrical Codes and Regulations
Safety Protocols
Troubleshooting
Understanding of Technical Documentation
Use of Electrical Tools and Equipment
Wiring and Circuitry

RELIABILITY MAINTENANCE TECHNICIAN

Sector: **Energy**
Job Family: **Engineering and Maintenance**
Regulator: **N/A**
Licensing Requirements: **N/A**

Job Description

The Reliability Maintenance Technicians ensure the reliable operation of equipment and machinery. They execute preventive and predictive maintenance routines and troubleshoot issues aimed at reducing downtime and enhancing equipment performance.

Key Tasks
Adhere to all Health, Safety and Environment standards and participate in safety training and initiatives.
Assist in updating maintenance procedures and documentation based on reliability insights.
Collaborate with the reliability team to implement maintenance strategies and improvements.
Monitor the condition of equipment using tools and report findings.
Participate in failure analysis and root cause analysis processes.
Perform routine preventive and predictive maintenance on equipment to ensure reliable operation.
Troubleshoot and repair equipment failures, documenting actions taken, and parts used.

Core Skills	Level
Adaptability	Intermediate
Colloboration and Teamwork	Basic
Communication	Basic
Critical Thinking	Intermediate
Digital Literacy	Basic
Problem Solving	Intermediate

Technical Skills
Condition Monitoring
Diagnostic Testing
Documentation
Failure Analysis
Health, Safety and Environment Compliance
Predictive Maintenance
Preventive Maintenance
Safety Compliance
Troubleshooting

HEALTH, SAFETY AND ENVIRONMENT MANAGER

Sector: **Energy**
Job Family: **Health, Safety and Environment**
Regulator: **N/A**
Licensing Requirements: **N/A**

Job Description

The Health, Safety and Environment Manager develops, implements, and monitors the health, safety, and environmental programs and policies across the organization. The Health, Saftey and Environment Manager provides support, advice, and guidance to management, employees and contractors on Health Saftey, and Environmet related matters. They ensure the company's operations are compliant with both internal standards and external regulatory requirements. They lead initiatives to foster a culture of safety, minimizing risks to employees and the environment.

Key Tasks
Collaborate with department heads to integrate safety and environmental considerations into planning and decision-making. by establishing and conducting regular safety audits, risk assessments, and inspections to identify potential hazards.
Coordinate Health, Safety and Environment training sessions, drills, and awareness campaigns to educate staff on best practices and protocols and ensure that recommendations arising from these exercises are actioned and implemented.
Develop and implement comprehensive Health, Safety and Environment programs that integrate seamlessly with company operations and ensure the organization remains compliant with national, and international fire and Health, Safety and Environment regulatio
Establish and conduct regular safety audits, risk assessments, and inspections to identify potential hazards.
Lead investigations into any incidents, accidents, or breaches in compliance, determining root causes and preventive measures.
Monitor and analyze Health, Safety and Environment performance metrics, aiming for continuous improvement.
Review contractors and subcontractors Health and Safety requirements, arrangements and systems including policies, procedures, and standards, and ensure that these are in line with local regulations, company procedures and expectations.

Core Skills	Level
Building Inclusivity	Advanced
Collaboration and Teamwork	Advanced
Communication	Advanced
Digital Literacy	Intermediate
Empathy	Advanced
Planning and Organizing	Advanced

Technical Skills
Crisis Management
Hazardous Operation Identification and Control
Health and Safety Auditing
Health, Safety and Environment Regulatory Compliance
Health, Safety and Environment Training and Education
Incident Investigation
Program Development

Risk Assessment
Stakeholder Management

HEAD OF HEALTH

Sector: **Energy**
Job Family: **Health, Safety and Environment**
Regulator: **N/A**
Licensing Requirements: **N/A**

Job Description

The Head of Health oversees and manages all health-related aspects within the organization. They ensure that the work environment promotes the wellbeing of all employees, reducing health risks and ensuring regulatory compliance in health-related matters. They also ensure that the organization has effective health policies and programs in place.

Key Tasks
Collaborate with other Health, saftey and environment leaders to integrate health strategies into safety and environmental initiatives.
Coordinate health assessments, screenings, and wellness programs for employees.
Develop, implement, and review health policies and strategies tailored to the organization's needs.
Liaise with external health agencies, professionals, and consultants to stay updated on best practices and regulations.
Monitor and assess potential health risks and hazards in the workplace.
Oversee the investigation of any health-related incidents and ensure appropriate measures are implemented.
Promote a culture of health awareness through campaigns, workshops, and training sessions.
Review and analyse health metrics to measure the effectiveness of health programs and interventions.

Core Skills	Level
Adaptability	Intermediate
Communication	Advanced
Critical Thinking	Intermediate
Digital Literacy	Intermediate
Empathy	Advanced
Initiative	Intermediate

Technical Skills
Employee Wellness Programs
Health Awareness Promotion
Health Monitoring and Analytics
Health Policy Development
Health Risk Assessment
Incident Investigation (Health)
Occupational Health Standards
Stakeholder Management

HEAD OF SAFETY

Sector: **Energy**
Job Family: **Health, Safety and Environment**
Regulator: **N/A**
Licensing Requirements: **N/A**

Job Description

The Head of Safety leads the safety department within an organization. This role oversees the development, implementation, and management of safety programs and work practices, ensuring compliance with both national regulations and internal best practices. They work towards fostering a safety culture throughout the organization, striving for the continuous improvement of safety performance.

Key Tasks
Collaborate with other departments to integrate safety strategies into operational processes and drive awareness campaigns and training programs for employees.
Ensure compliance with local, national, and international safety standards and regulations.
Ensure the company's safety policies, procedures and standards are implemented, updated and monitored consistently across the organisation and are compliant with local, national, and international safety standards and regulations.
Establish, maintain, monitor and report on safety performance metrics, ensuring alignment with organizational objectives.
Lead the development, implementation, and continuous improvement of organizational safety programs and initiatives and participate in all project reviews to ensure compliance of safety standards.
Oversee the investigation of incidents and accidents to identify root causes and recommend preventive actions.
Propose and approve essential safety requirements for purchasing specifications to ensure that only approved equipment is purchased.
Provide strategic direction and guidance on safety-related matters to senior management and stakeholders.

Core Skills	Level
Adaptability	Intermediate
Collaboration and Teamwork	Intermediate
Communication	Intermediate
Digital Literacy	Intermediate
Initiative	Intermediate
Planning and Organizing	Intermediate

Technical Skills
Incident Investigation
Regulatory Compliance
Risk Management
Safety Auditing
Safety Program Management
Safety Training

HEAD OF ENVIRONMENT

Sector: **Energy**
Job Family: **Health, Safety and Environment**
Regulator: **Supreme Council for Environment**
Licensing Requirements: **As per Supreme Council for Environment requirements**

Job Description

The Head of Environment oversees the environmental management division within the organization. They ensure the company's operations align with environmental laws, regulations, and sustainability goals. They strategize, develop, and implement environmental policies and programs with the aim of reducing the environmental footprint and promoting sustainable practices.

Key Tasks
Collaborate with senior management to incorporate sustainability and environmental initiatives into business objectives.
Engage with stakeholders on environmental matters, including regulatory bodies to obtain the relevant environmental permits for company-related projects and activities.
Ensure compliance with national and international environmental regulations and standards.
Lead the formulation, implementation, and continuous enhancement of organizational environmental strategies and programs.
Organize and lead environmental awareness campaigns and training sessions for employees.
Supervise environmental impact assessments and audits to pinpoint areas of concern.
Track, evaluate, and report environmental performance indicators in alignment with company goals.

Core Skills	Level
Collaboration and Teamwork	Advanced
Communication	Intermediate
Critical Thinking	Intermediate
Initiative	Basic
Planning and Organizing	Intermediate
Problem Solving	Advanced

Technical Skills
Environmental Auditing
Environmental Program Management
Impact Assessment
Regulatory Compliance
Reporting
Stakeholder Engagement
Sustainability Strategies
Trend Analysis

OCCUPATIONAL HYGIENIST

Sector: **Energy**
Job Family: **Health, Safety and Environment**
Regulator: **N/A**
Licensing Requirements: **N/A**

Job Description

The Occupational Hygienists identify, evaluate, and control potential health hazards in the workplace. They use scientific methodologies to analyze work environments and ensure that employees are protected from substances and factors that could be harmful to their health.

Key Tasks
Analyze the data and provide recommendations to reduce exposure to hazardous substances.
Assist in developing health-related policies and procedures for the organization.
Collaborate with other Health, Safety and Environment professionals to develop and implement controls for occupational hazards.
Collect air, surface, and bulk samples for analysis to determine types and levels of exposures.
Conduct workplace assessments to identify potential health risks.
Coordinate with medical personnel for health surveillance of employees exposed to certain hazardous substances and maintain confidentiality of employee records.
Provide training and awareness programs to employees regarding occupational health risks and preventive measures.

Core Skills	Level
Adaptability	Intermediate
Collaboration and Teamwork	Basic
Communication	Intermediate
Digital Literacy	Basic
Empathy	Intermediate
Initiative	Basic

Technical Skills
Data Analysis
Health Awareness Promotion
Health Monitoring and Analytics
Regulatory Compliance
Risk Assessment
Sampling and Analysis
Training and Awareness

SAFETY / FIRE OFFICER

Sector: **Energy**
Job Family: **Health, Safety and Environment**
Regulator: **N/A**
Licensing Requirements: **N/A**

Job Description

The Safety / Fire Officers ensure that all safety and fire protocols are in place, operational, and followed by all employees and visitors to the facility. They evaluate fire risks, develop emergency response plans, and conduct regular fire safety inspections. They ensure the operational efficiency of a wide range of firefighting equipment through established mechanical integrity programs, standards, procedures, work instructions and guidelines.

Key Tasks
Collaborate with other Health, Safety and Environment professionals to integrate fire safety measures into the organization's overall safety plan.
Conduct fire drills and simulate emergency scenarios to evaluate the readiness of the organization.
Conduct regular fire safety inspections to identify potential risks and ensure compliance with fire safety standards.
Coordinate, liaise with, and assist external and government agencies regarding emergency preparedness and response.
Develop and implement emergency evacuation plans and procedures and ensure that fire safety equipment like extinguishers, alarms, and sprinkler systems are in proper working condition and meet the latest standards.
Ensure that fire safety equipment like extinguishers, alarms, and sprinkler systems are in proper working condition and meet the latest standards.
Investigate fire incidents and provide detailed reports with findings and recommendations.
Train employees on fire safety protocols and emergency response procedures.

Core Skills	Level
Adaptability	Basic
Communication	Intermediate
Digital Literacy	Basic
Initiative	Basic
Planning and Organizing	Intermediate
Problem Solving	Intermediate

Technical Skills
Crisis Management
Emergency Planning
Equipment Maintenance
Fire Risk Assessment
Incident Investigation
Regulatory Compliance
Training and Awareness

ENVIRONMENT OFFICER

Sector: **Energy**
Job Family: **Health, Safety and Environment**
Regulator: **Supreme Council for Environment**
Licensing Requirements: **N/A**

Job Description

The Environment Officers oversee the environmental performance of the organization develop, implement, and monitor environmental strategies that promote sustainable development. They ensure compliance with environmental, social and governance legislations, and promote awareness about the impact of environmental issues. The Environment Officer also advises senior management on environmental matters and possible impact on the organization's operations.

Key Tasks
Collaborate with other departments to integrate environmental strategies into business strategies.
Conduct environmental audits and assessments to ensure facilities designs are in line with permissible emissions limits and identifying areas where improvements can be made.
Develop, implement, and maintain environmental management systems and policies to ensure compliance with legislation.
Ensure industrial waste management is carried out according to regulatory requirements.
Monitor, record, and analyze environmental performance data and report information to internal stakeholders and regulatory bodies.
Promote environmental awareness among employees and provide environmental training sessions.
Stay updated on environmental, social and governance legislation and ensure the organization is compliant with internal standards and external regulatory requirements.
Work with external environmental agencies and bodies to ensure best practices.

Core Skills	Level
Collaboration and Teamwork	Intermediate
Communication	Intermediate
Critical Thinking	Intermediate
Literacy	Basic
Planning and Organizing	Basic
Problem Solving	Intermediate

Technical Skills
Data Analysis
Environmental Auditing
Environmental Management Systems
Regulatory Compliance
Technical Report Writing
Sustainable Development
Stakeholder Management
Waste Management

RETAIL OPERATIONS MANAGER

Sector: **Energy**
Job Family: **Retail, Sales and Services**
Regulator: **N/A**
Licensing Requirements: **N/A**

Job Description

The Retail Operations Manager directs and coordinates the overall retail operations within a defined territory or region. They set targets, design strategies, manage supervisors, and ensure that sales and service metrics are achieved.

Key Tasks
Collaborate with other managers and corporate leadership to ensure cohesive operations.
Develop and implement retail strategies to boost sales and service quality.
Ensure adherence to industry regulations and company policies.
Manage and guide multiple supervisors or heads of operations.
Set and manage department budget.
Set Key Performance Indicators targets, monitor performance, and intervene where necessary.

Core Skills	Level
Adaptability	Intermediate
Building Inclusivity	Intermediate
Critical Thinking	Intermediate
Empathy	Intermediate
Initiative	Advanced
Numeracy	Advanced

Technical Skills
Budgeting
Change Management
Knowledge of Enterprise Resource Planing Systems
Regulatory Compliance
Retail Analytics
Retail Space Optimization
Stakeholder Management
Strategic Planning
Training Program Development
Workflow Standardization

HEAD OF RETAIL OPERATIONS

Sector: **Energy**
Job Family: **Retail, Sales and Services**
Regulator: **N/A**
Licensing Requirements: **N/A**

Job Description

The Head of Retail Operations oversees the daily functions of the retail unit, manages the Retail Operators team, and ensures that operational guidelines are adhered to. They manage and delegate tasks, conduct staff training, handle inventory management, and address escalated customer issues.

Key Tasks
Address and resolve escalated customer concerns.
Coordinate with the operations manager for reporting and improvements.
Implement operational guidelines and ensure compliance.
Manage inventory, ensuring optimal stock levels.
Manage schedules for operators to ensure smooth business operations.
Manage, supervise, and train the operator team to ensure efficient service.

Core Skills	Level
Collaboration and Teamwork	Intermediate
Communication	Intermediate
Critical Thinking	Basic
Digital Literacy	Intermediate
Planning and Organizing	Intermediate
Problem Solving	Intermediate

Technical Skills
Inventory Management
Loss Prevention
Merchandising Strategies
Operational Reporting
Product Knowledge Training
Sales Forecasting
Scheduling
Staff Training
Store Maintenance Oversight
Technical Report Writing

HEAD OF BUSINESS DEVELOPMENT

Sector: **Energy**
Job Family: **Retail, Sales and Services**
Regulator: **N/A**
Licensing Requirements: **N/A**

Job Description

The Head of Business Development oversees the expansion of the company's retail presence. They create and implement strategies for growth, manage a team of Business Development Officers, and liaise with other departments to ensure successful retail launches.

Key Tasks
Collaborate with other departments for seamless retail launches.
Design, develop and implement retail expansion strategies.
Evaluate the performance of new ventures and make necessary adjustments.
Lead and manage a team of business development officers.

Core Skills	Level
Collaboration and Teamwork	Intermediate
Critical Thinking	Intermediate
Initiative	Advanced
Numeracy	Intermediate
Planning and Organizing	Intermediate
Problem Solving	Intermediate

Technical Skills
Expansion Strategy
Industry trends
Market Analysis
Partnership Development
Reporting
Retail Branding
Retail Tech Integration
Site Selection
Stakeholder Management

RETAIL OPERATOR

Sector: **Energy**
Job Family: **Retail, Sales and Services**
Regulator: **N/A**
Licensing Requirements: **N/A**

Job Description

The Retail Operator in Energy retail handles day-to-day operations at the point of sale, ensuring efficient communication and smooth transaction processes. They handle basic equipment, manage customer inquiries, and maintain safety and cleanliness standards at the facility.

Key Tasks
Adhere to safety and operational protocols specific to the Energy sector.
Assist with inventory management of energy products.
Collaborate with team members for smooth operations.
Ensure adequate condition of the equipment.
Operate energy distribution systems and equipment.
Report issues or anomalies to the Head of Operations or Supervisor.

Core Skills	Level
Adaptability	Basic
Collaboration and Teamwork	Basic
Communication	Basic
Digital Literacy	Basic
Literacy	Basic
Problem Solving	Basic

Technical Skills
Cash Handling
Driving
Equipment Maintenance
Inventory Management
Point-of-Sale System Operation
Safety Protocols

BUSINESS DEVELOPMENT OFFICER

Sector: **Energy**
Job Family: **Retail, Sales and Services**
Regulator: **N/A**
Licensing Requirements: **N/A**

Job Description

The Business Development Officer is tasked with identifying new retail opportunities and establishing relationships with potential partners. They analyze market trends, evaluate potential locations or partners, and create detailed proposals for expansion.

Key Tasks
Collaborate with internal teams to ensure feasibility of expansion plans.
Conduct market analysis to identify growth opportunities.
Develop and present detailed business proposals.
Identify and evaluate potential retail locations or partnerships.
Monitor and report on the success of new ventures or partnerships.

Core Skills	Level
Collaboration and Teamwork	Intermediate
Communication	Advanced
Digital Literacy	Intermediate
Initiative	Intermediate
Literacy	Intermediate
Problem Solving	Intermediate

Technical Skills
Client Relationship Management
Contract Negotiation
Data Analysis
Market Trend Monitoring
Presentaion Skills
Product Knowledge
Proposal Writing
Report Writing
Stakeholder Management

PROJECTS DEPARTMENT MANAGER

Sector: **Energy**
Job Family: **Retail, Sales and Services**
Regulator: **N/A**
Licensing Requirements: **N/A**

Job Description

The Projects Department Manager oversees the technical operations of the unit. They ensure that all technical systems, equipment, and processes meet industry standards and run efficiently. Their leadership encompasses a blend of both the technical and managerial domains to ensure optimal performance.

Key Tasks
Collaborate with sales and service teams to provide technical support and solutions.
Develop and implement operational standards and best practices for the organization.
Ensure that all equipment and systems comply with industry and regulatory standards.
Evaluate and adopt new technologies that can enhance operational efficiency.
Lead and mentor a team of technical professionals ensuring their continued development.
Liaise with vendors and suppliers to ensure the best quality of technical equipment and services.
Manage operational budgets including procurement and maintenance.
Oversee the operational process and ensure implementation of operational systems.

Core Skills	Level
Collaboration and Teamwork	Advanced
Communication	Advanced
Critical Thinking	Advanced
Initative	Advanced
Numeracy	Intermediate
Problem Solving	Advanced

Technical Skills
Best Practices Development
Budget Management
Regulatory Compliance
Systems Implementation
Operational Systems
Technology Evaluation
Stakeholder Management
Data Analysis
Strategy Implementation
Risk Management

HEAD OF PROJECTS

Sector: **Energy**
Job Family: **Retail, Sales and Services**
Regulator: **N/A**
Licensing Requirements: **N/A**

Job Description

The Head of Projects oversees the entire project portfolio, ensuring alignment with business goals and objectives. They lead a team of Project Engineers, driving strategic project planning, and ensuring timely and cost-effective execution.

Key Tasks
Develop and implement policies and procedures for project management and implementation.
Engage with stakeholders at executive levels to ensure project alignment with business objectives.
Ensure all projects comply with industry regulations and standards.
Establish and monitor key performance indicators for project success.
Foster collaboration between sales, service, and project teams to ensure client satisfaction.
Lead, mentor, and manage a team of project engineers and managers.
Provide strategic direction for project planning and execution.
Review and approve project plans, budgets, and timelines.

Core Skills	Level
Adaptability	Intermediate
Collaboration and Teamwork	Advanced
Critical Thinking	Advanced
Empathy	Advanced
Initiative	Intermediate
Numeracy	Intermediate

Technical Skills
Budgeting and Financing
Change Management
Compliance Monitoring
Performance Monitoring
Policies and Procedures Implementation
Project Portfolio Management
Stakeholder Management
Strategic Planning

PROJECTS ENGINEER

Sector: **Energy**
Job Family: **Retail, Sales and Services**
Regulator: **The Council for Regulating the Practice of Engineering Professions (CRPEP)**
Licensing Requirements: **As per The Council for Regulating the Practice of Engineering Professions (CRPEP) requirements**

Job Description

The Project Engineers oversee the technical aspects of energy-related projects, ensuring they are executed on-time and within budget. They collaborate closely with sales and service teams to ensure projects meet client specifications and adheres to industry standards.

Key Tasks
Collaborate with stakeholders to gather project requirements and specifications.
Coordinate with sales and service teams to ensure smooth project execution.
Design and develop project plans, ensuring alignment with client requirements.
Ensure compliance with industry standards and regulations for project deliverables.
Identify and report project risks and implement mitigation actions.
Monitor project progress, making adjustments as needed to stay on track.
Oversee the procurement of materials and equipment necessary for project completion.
Provide regular updates to management and clients on project status.

Core Skills	Level
Adaptability	Intermediate
Collaboration and Teamwork	Intermediate
Communication	Intermediate
Literacy	Intermediate
Planning and Organizing	Intermediate
Problem Solving	Intermediate

Technical Skills
Budgeting and Cost Analysis
Procurement Management
Project Management
Regulation Compliance Awareness
Risk Management
Stakeholder Management
Technical Design

ENERGY MANAGER

Sector: **Energy**
Job Family: **Renewables and Energy Management**
Regulator: **N/A**
Licensing Requirements: **N/A**

Job Description

The Energy Manager manages and reduces the organization's overall energy consumption, analyzes energy consumption metrics, collaborates with stakeholders, and oversees technology implementation. They develop energy strategies, ensure compliance with energy standards, and monitor project progress.

Key Tasks
Analyze energy consumption metrics and produce regular reports on energy performance, and ensure compliance with local and international energy standards and regulations.
Collaborate with stakeholders to promote energy conservation and awareness.
Conduct and analyze benchmarking practices within the same industry highlighting best practice.
Coordinate with vendors providing latest energy-based technologies, services and products.
Develop energy strategies to meet organisational mandates regarding climate change, national targets and sustainable goals.
Develop, coordinate, and implement energy-saving programs and approaches and evaluate the Return on Investment (ROI) from the programs.
Manage the selection and implementation of energy-saving technologies and infrastructure.
Oversee the organization's energy consumption and identify areas of improvement.

Core Skills	Level
Adaptability	Intermediate
Building Inclusivity	Advanced
Communication	Advanced
Critical Thinking	Advanced
Initiative	Advanced
Planning and Organizing	Advanced

Technical Skills
Energy Analysis
Energy Infrastructure Management
Financial Analysis
Project Management
Regulatory Knowledge
Report Analysis
Stakeholder Management
Strategy and Program Development

ENERGY AUDITOR

Sector: **Energy**
Job Family: **Renewables and Energy Management**
Regulator: **N/A**
Licensing Requirements: **N/A**

Job Description

The Energy Auditor conducts audits against international energy standards including evaluation of energy use, efficiency, and costs within an organization. Through comprehensive assessments, they identify potential energy-saving opportunities, recommend improvements, and provide detailed reports that guide energy efficiency initiatives.

Key Tasks
Analyze energy bills to assess current consumption and spending trends.
Collaborate with the energy management team to implement recommended changes.
Conduct comprehensive energy audits within various organizational units.
Educate stakeholders about the importance of energy efficiency and the benefits of audits.
Identify inefficiencies in energy usage and recommend remedial measures.
Lead and implement the energy management system ISO50001.
Provide detailed audit reports highlighting gap analysis, potential savings, and suggested actions.
Research and stay updated with the latest energy efficiency standards and best practices.
Test and calibrate instruments and equipment used in energy audits.

Core Skills	Level
Communication	Advanced
Critical Thinking	Advanced
Initiative	Advanced
Numeracy	Advanced
Planning and Organizing	Intermediate

Technical Skills
Energy Audit Techniques including ISO50002
Energy Consumption Analysis
Energy Management Systems ISO50001
Equipment Calibration
Gap Analysis
Knowledge of Energy Standards
Report Preparation
Technical Expertise of Buildings
Technical Expertise of Industrial Components

HEAD OF ENERGY EFFICIENCY

Sector: **Energy**
Job Family: **Renewables and Energy Management**
Regulator: **N/A**
Licensing Requirements: **N/A**

Job Description

The Head of Energy Efficiency oversees and leads the organization's energy efficiency initiatives, ensuring that they align with strategic objectives and sustainability goals. They focus on promoting the adoption of energy-saving technologies, processes, and practices throughout the organization.

Key Tasks
Collaborate with senior management to ensure alignment of energy efficiency goals with business strategy.
Develop and implement energy efficiency strategies, objectives, and targets.
Identify and advocate for the adoption of new technologies and best practices in energy efficiency.
Lead training sessions and workshops on energy-saving techniques for staff.
Monitor and report on energy usage and the success of energy-saving initiatives.
Oversee the planning and execution of energy efficiency projects.
Provide leadership and direction to the energy efficiency team.
Review and ensure compliance with industry regulations and standards related to energy efficiency.

Core Skills	Level
Adaptability	Advanced
Collaboration and Teamwork	Advanced
Communication	Advanced
Initiative	Advanced
Planning and Organizing	Advanced

Technical Skills
Implementing Strategic Plans
Optimisation
Project Management
Regulatory Compliance
Stakeholder Engagement
Technology Adoption
Training and Development

EFFICIENCY ENGINEER

Sector: **Energy**
Job Family: **Renewables and Energy Management**
Regulator: **As per The Council for Regulating the Practice of Engineering Professions (CRPEP)**
Licensing Requirements: **As per The Council for Regulating the Practice of Engineering Professions (CRPEP) requirements**

Job Description

The Efficiency Engineer analyzes current energy consumption and proposes measures to improve energy efficiency within an organization. They utilize engineering skills to implement energy-saving changes, track energy consumption, and collaborate with teams to achieve sustainability goals.

Key Tasks
Analyze current energy usage patterns and consumptions within facilities.
Collaborate with various departments to identify and rectify inefficiencies.
Develop and implement strategies to enhance energy efficiency.
Evaluate the impact of energy-saving initiatives and refine strategies accordingly.
Monitor and report on energy consumption and efficiency metrics.
Research and recommend energy-efficient equipment and technologies based on its financial feasibility.
Train and guide staff on energy-saving practices and behaviours.

Core Skills	Level
Communication	Intermediate
Critical Thinking	Intermediate
Digital Literacy	Advanced
Initiative	Intermediate
Numeracy	Advanced
Problem Solving	Advanced

Technical Skills
Energy Analysis
Energy Audit
Energy Monitoring
Energy Software Simulation
Equipment and Technology Recommendation
Feasability Study
Staff Training and Guidance
Technical Evaluation and Reporting

RENEWABLES MANAGER

Sector: **Energy**
Job Family: **Renewables and Energy Management**
Regulator: **N/A**
Licensing Requirements: **N/A**

Job Description

The Renewables Manager oversees and coordinates activities related to renewable energy projects, encompassing solar, wind, and other sustainable sources. This role involves strategic planning, project management, and ensuring the cost-effective and efficient operation of renewable installations.

Key Tasks
Coordinate with cross-functional teams to ensure timely and effective project execution.
Develop and implement strategic plans for renewable energy projects.
Develop energy strategies to meet organisational mandates regarding climate change, national targets and sustainable goals.
Ensure compliance with all regulatory and environmental standards.
Establish and maintain partnerships with vendors, stakeholders, and governmental bodies.
Lead research and development efforts to explore innovative renewable solutions.
Monitor the performance and efficiency of renewable installations and recommend improvements.
Oversee budgeting, forecasting, and financial planning for renewable initiatives.

Core Skills	Level
Adaptability	Intermediate
Building Inclusivity	Advanced
Communication	Advanced
Critical Thinking	Advanced
Initiative	Advanced
Planning and Organizing	Advanced

Technical Skills
Financial Forecasting
Project Management
Research and Development Initiatives
Regulatory Compliance
Renewable Technologies Knowledge
Stakeholder Engagement
Strategic Planning

SOLAR OPERATIONS AND MAINTENANCE ENGINEER

Sector: **Energy**
Job Family: **Renewables and Energy Management**
Regulator: **The Council for Regulating the Practice of Engineering Professions (CRPEP)**
Licensing Requirements: **As per The Council for Regulating the Practice of Engineering Professions (CRPEP) requirements**

Job Description

The Solar Operations and Maintenance Engineer ensures the optimal performance of existing solar systems. This includes overseeing maintenance activities, managing operational teams, and optimizing processes to maximize energy output.

Key Tasks
Analyze performance data and identify areas for operational improvement.
Coordinate with suppliers and vendors for equipment procurement and servicing.
Develop and implement preventive maintenance protocols including cleaning cycles.
Lead troubleshooting and repair efforts in case of equipment failures.
Oversee daily operations of solar power plants and monitoring software.
Plan and coordinate maintenance schedules to optimize performance and reduce downtimes.
Train and supervise maintenance teams, ensuring adherence to safety protocols.

Core Skills	Level
Adaptability	Intermediate
Collaboration and Teamwork	Intermediate
Digital Literacy	Intermediate
Numeracy	Intermediate
Planning and Organizing	Intermediate
Problem Solving	Advanced

Technical Skills
Data Monitoring Analysis
Maintenance Management
Safety Protocols
Solar Technology Knowledge
Troubleshooting

SOLAR ENGINEER

Sector: **Energy**
Job Family: **Renewables and Energy Management**
Regulator: **The Council for Regulating the Practice of Engineering Professions (CRPEP)**
Licensing Requirements: **As per The Council for Regulating the Practice of Engineering Professions (CRPEP) requirements**

Job Description

The Solar Engineer designs and develops solar photovoltaic (PV) systems. They apply engineering principles to maximize the efficiency of solar system installation, develop design specifications for projects, ensure safety practices and oversee the operation and maintenance of the solar system.

Key Tasks
Adhere to international safety and regulatory standards across all designs and implementations, ensuring strict compliance and best safety practices.Ensure compliance with all safety and regulatory standards in all designs and implementations.
Calculate the energy production potential of specific locations.
Collaborate with stakeholders and clients to determine project specifications and requirements while managing communications on site.
Collaborate with technicians and train them to ensure proper installation and implementation of design specifications.
Conduct solar system financial feasibility study.
Design and develop solar Photovoltaic PV systems based on site evaluations and energy requirements.
Monitor and evaluate system performance, making adjustments to optimize output and. oversee the testing and commission of the solar photovolyaic PV system, to ensure Solar photovolyaic PV technical reports are produced.
Provide technical support for troubleshooting and maintenance activities.

Core Skills	Level
Collaboration and Teamwork	Intermediate
Critical Thinking	Advanced
Digital Literacy	Advanced
Numeracy	Advanced
Planning and Organizing	Advanced
Problem Solving	Intermediate

Technical Skills
Awareness of Safety Protocols
Computer Aided Design (CAD) Systems
Feasability Study
Energy Production Calculation
Regulatory Compliance
Solar Photovoltaic PV System Design
Solar System Simulation
System Monitoring
Technical Support
Technical Drawings

SOLAR TECHNICIAN

Sector: **Energy**
Job Family: **Renewables and Energy Management**
Regulator: **N/A**
Licensing Requirements: **N/A**

Job Description

The Solar Technician installs and maintains solar photovoltaic (PV) systems. These technicians ensure that the systems function efficiently and accurately, maximizing energy production and troubleshooting any issues that arise.

Key Tasks
Adhere to local regulation of solar system installation.
Collaborate with Solar Engineers to optimize the performance of the system.
Comply with safety and regulatory standards during all installations and maintenance tasks.
Conduct maintenance checks to ensure optimal operation of the solar systems.
Conduct site and understand site constraints for solar system installation.
Document all installations, inspections, maintenance, and repair jobs.
Install solar system components according to design specifications including solar panels, inverters, cables, mounting structure, switchgears and meters.
Provide recommendations to Solar Engineers on system care and maintenance.
Troubleshoot and repair malfunctioning components of the solar systems and conduct testing and commissioning for solar systems.

Core Skills	Level
Adaptability	Intermediate
Collaboration and Teamwork	Intermediate
Communication	Intermediate
Digital Literacy	Basic
Planning and Organizing	Intermediate

Technical Skills
Documentation Skills
Safety Protocols
Site Analysis
Solar Photovotaic PV System Installation and Maintenance
System Troubleshooting
Understand Product Manual Installations
Understand Technical Drawings