











Job Family: **Production / Operations**

Regulator: The Council for Regulating the Practice of Engineering Professions

Licensing Requirements: As per the regulator The Council for Regulating the Practice of Engineering

Profession requirements

Job Description

The Chemical Engineer is responsible for supporting operations, production, engineering, quality, reporting, maintianing and setting process controls. They provide technical support to the production team for troubleshooting processes, and propose countermeasures to ensure safe and reliable operations. They lead the development of new applications, and the implementation of integrated solutions for process changes, new equipment and technologies to improve process capability, efficiency, yield and quality. They may also specialise in process control, process optimisation or process engineering projects, depending on organisational needs. The Chemical Engineer coordinates closely with the Health, Safety and Environment team to ensure plant safeguarding requirements are met, in compliance with Bahrain Occupational Health and Safety Regulations (BOHSR), Health Safety and Environment (HSE) standards and Process Safety Management (PSM) system requirements.

The Chemical Engineer works closely with the Production/ Operations and Health Safety and Environment (HSE) teams and other departments. They are analytical, enjoy solving problems, and interacts effectively with others. The Chemical Engineer supports in drafting Standard Operating Procedures (SOPs), conducting production trials and supports product industrialization. He supports projects during plant commissioning and turnaround/shutdown activities and troubleshoots issues arising from changes in process operations or new production plant projects.

Key Tasks

Conduct production trial runs for new raw materials introduction, new product specifications and process optimization.

Deliver process engineering projects or services, utilizing established technologies for process optimization, including the use of interactive digital modeling.

Determine product specifications, in collaboration with relevant stakeholders, to meet customers' requirements and standards.

Ensure process and product compliance with industry and regulatory standard and provide feedback to the Health, Safety and Environment (HSE) team on any non-conformances and assists on Health, Safety and Environment (HSE) incident investigations and advise on mitigation measures.

Provide process engineering input to meet plant safeguarding requirements.

Provide technical support on process control and automation to improve process capability, efficiency, yield and quality including asset integrity risk and reliability analyses.

Support analyses of real-time plant data and vendor data and make recommendations for process efficiency improvements.

Support projects during plant commissioning, turnaround activities and troubleshooting activities arising from changes in process operations or new production plant projects.



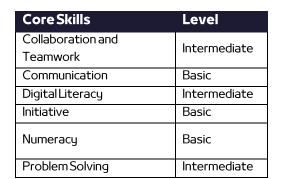












Technical Skills
Data Analytics System Design
Data and Statistical Analysis
Engineering Drawing Interpretation
Front-End Engineering Design Support
Health, Safety and Environment (HSE)
Standards
Operations Reporting
Process Control and Optimization
Process Operations Troubleshooting
Process Plant and Equipment Integrity
Management
Process Unit and Utilities Operations
Management
Basic Project Management
Safety Integrity Levels Management
Standard Operating Procedure Development
and Implementation
Technical Presentation
Technical Report Writing















ELECTRICAL ENGINEER

Sector: Manufacturing

Job Family: **Production / Operations**

Regulator: Electricity and Water Authority and The Council for Regulating the Practice of

Engineering Professions

Licensing Requirements: As per the regulator Electricity and Water Authority and The Council for Regulating the Practice of Engineering Professions requirements

Job Description

The Electrical Engineer supports the planning and development of projects. They develop electrical designs based on project requirements, from conceptual to schematic and designs. They conduct project assessments and can provide feasible and creative solutions based on the assessment results. They participate in the tendering process and assist with the projects' costs and budgets. He is meticulous, highly detail-oriented and has a keen interest in incorporating new technologies into engineering design projects. They also possess strong interpersonal and project coordination skills that are crucial for engagement with internal and external stakeholders. They are required to work both in office and at project sites.

Key Tasks

Develop detailed designs basis taking into consideration project requirements, technical aspects, relevant codes, standards and good practices as well as sustainability and maintainability considerations.

Develop engineering drawings, installation methods, as well as equipment and materials schedules for relevant stakeholders' approval.

Liaise with contractors to resolve defects issues.

Liaise with relevant stakeholders to resolve variations and liquidated damages.

Manage design changes and services coordination.

Monitor the execution and quality of contractors' and subcontractors' work.

Perform electrical load analyses and calculations to determine equipment selection.

Perform simulation modelling and analyses.

Support installation and commissioning activities.

Core Skills	Level
Collaboration and	Intermediate
Teamwork	intermediate
Communication	Basic
DigitalLiteracy	Intermediate
Initiative	Basic
Numeracy	Basic
Problem Solving	Intermediate

Technical Skills
Analytics and Computational Modeling
Computational Design
Data Collection and Analysis
Design for Maintainability
Design for Safety
Design Thinking Practice
Electrical Load Analysis
Electrical Systems Design
Engineering Contract Management













Health, Safety and Environment (HSE) Standards















Job Family: **Production / Operations**Regulator: **Electricity and Water Authority**

Licensing Requirements: As per the regulator Electricity and Water Authority requirements

Job Description

The Electrician performs activities related to manufacturing, installation, calibration, repair and maintenance of electrical circuits and components and/or mechanical equipment. They possess technical knowledge necessary for interpreting technical design drawings and specifications. They must possess a level of physical fitness appropriate to the job requirements, and is also required to work in shifts based on operations schedules. They are adaptable to working under different job demands to handle new build projects that require meticulous attention to detail and repair jobs which emphasise quick response and turnaround.

Key Tasks

Apply surface preparation and protection techniques according to work plans and instructions.

Assist in conduct of system testing and commissioning.

Carry out operational dry runs to identify and mitigate possible errors.

Carry out troubleshooting to maintain equipment operating levels.

Check accuracy of functional dynamic components according to work instructions.

Monitor and adjust machinery parameters in equipment and systems to acceptable operating ranges.

Operate manufacturing machinery and tools to maintain required components.

Perform equipment installation in accordance with assembly workflows and design specifications.

Use appropriate tools for assembly work according to drawings, instructions and workflow plans.

Core Skills	Level
Collaboration and	Basic
Teamwork	Dasic
Communication	Basic
DigitalLiteracy	Basic
Literacy	Basic
Numeracy	Basic
Problem Solving	Basic

TechnicalSkills
Auxiliary System Maintenance
Component Assembly
Computer Numeric Control Operations
Emergency Response Management
Equipment and System Maintenance
Installation / Execution
Instrumentation and Control System Design
Quality Systems Compliance
Workplace Safety and Health Compliance















Job Family: **Production / Operations**

Regulator: The Council for Regulating the Practice of Engineering Professions

Licensing Requirements: As per the regulator The Council for Regulating the Practice of Engineering

Profession requirements

Job Description

The Electronic Engineer/Automation engineers support the planning and development of projects. They assist in electronic/automation designs based on automation project requirements, from conceptual to schematic and designs. They support in conducting project assessments and can provide feasible and creative solutions based on the assessment results. They participate in the tendering process and assist with the projects' costs and budgets. They incorporate new technologies into engineering design projects. They are also involved in project coordination including engagement with internal and external stakeholders. They are required to work both in the office and on project sites.

Key Tasks

Act as a liaison between internal and external engineering groups and plant customers to ensure engineering input quality.

Assist in innovative solutions for engineering problems and plant improvement using emerging technologies to enhance production and maintenance efficiency and effectiveness.

Ensure department-level compliance with Health Saftey Enverionment standards and local regulations.

Manage design changes and services coordination.

Perform simulation modelling and analyses.

Provide technical expertise for production trial runs.

Support in adoption of technologies for supporting virtual collaboration in remote locations.

Translate continuous improvement strategies into actionable plans.

Core Skills	Level
Collaboration and	Intermediate
Teamwork	
Communication	Basic
DigitalLiteracy	Intermediate
Initiative	Basic
Numeracy	Basic
Problem Solving	Intermediate

Technical Skills
Automation and control Engineering
Management
Data and Statistical Analysis
Engineering Drawing Interpretation and
Management
Engineering Management of Change
Engineering Project Management
Engineering Safety Standards Interpretation
Engineering Support Management
Engineering, Procurement Management
Knowledge of automation, instrumentation, and
control
Knowledge of internet of Things Management













Knowledge of Programmable Logic Controller Supervisory Control and Data Acqusition Human-Machine Interface.

Support Commissioning and Start-Up















Job Family: **Production / Operations**

Regulator: The Council for Regulating the Practice of Engineering Professions

Licensing Requirements: As per the regulator The Council for Regulating the Practice of Engineering

Profession requirements

Job Description

The Engineering Manager/Director of Engineering is accountable for the management of discipline engineering support to various departments to deliver operational excellence, asset integrity assurance and engineering project management. They formulate strategies for plant integrity and inspection and maintenance work. They validate cross-functional integrity audit findings and recommend corrective and preventive measures for plant assets and equipment.

Key Tasks

Drive equipment reliability and availability reviews to maximize equipment utilization.

Endorse equipment operating parameters, limits, and engineering controls for safe and optimum operating conditions including risk analyses on plant and equipment.

Endorse new versus rebuilt equipment, existing versus new technologies, and labor versus automation to achieve best value engineering solutions and recommendations for equipment efficiency improvements.

Endorse the development and implementation of strategies and processes for asset integrity management systems.

Ensure compliance with Health Safety and Environment (HSE), Environmental Management System (EMS) and local regulations at the department level.

Facilitate the provision of discipline engineering support to various departments to deliver operational excellence, asset integrity, and project management.

Strategize the use of data analytics across the plant and derive actionable insights for alternative engineering solutions.

Verify cross-functional integrity audit findings and recommend corrective and preventive measures.

Core Skills	Level
BuildingInclusivity	Advanced
Collaboration and	Advanced
Teamwork	
Communication	Advanced
Empathy	Advanced
Literacy	Advanced
Planning and Organizing	Advanced

Technical Skills
Asset Integrity Management
Continuous Improvement Management
Data and statistical analysis
Engineering Management of Change
Engineering Project Management
Environmental Management System
Framework Development and Implementation
Inspection Engineering Management
Organizational Resource Management
Plant Turnaround/shutdown, commissioning,
and Start-Up Management













Process Safety Management Framework Development and Implementation

Reliability Engineering Management

















Job Family: **Production / Operations**

Regulator: N/A

Licensing Requirements: N/A

Job Description

The Head of Plant Operations oversees the production, processes and automation engineering functions of the organisation and ensures that all manufacturing objectives are achieved in a timely and cost-effective manner. They are responsible for strategic planning on production capacity and capability concerns, as well as managing costs, resources, manpower, and materials to sustain production capacity and capability. Furthermore, they bear the overall responsibility for ensuring the quality and safety across the plant's entire production process.

They champion the organisational vision and mission and are accountable for overall organisational excellence. As team leaders, they builds a high-performance team that works collaboratively, and has the ability to develop and execute functional strategies, as well as act as change leaders.

Key Tasks

Evaluate production plans for new products.

Plan production capacity and capability development for business growth and develop new process capabilities to meet new product requirements.

Direct research on the application of new and unique manufacturing approaches.

Evaluate new methodologies and direct research to improve work processes and prioritize key process weaknesses for continuous improvement in yield, quality, productivity, and cost..

Prioritize key process weaknesses for continuous improvement in yield, quality, productivity, and cost.

Determine equipment capabilities for new or revised factory layouts.

Manage capital and facility maintenance projects and resources for equipment installation, service, and repair including cost factors related to current and future production capacity planning.

Enhance manufacturing operations and processes to improve productivity and support business initiatives.

Contribution in setting production standards, equipment cleanliness standards, and standard operating procedures (SOPs).

Manage the overall performance, production output levels, and quality of the production function.

Core Skills	Level
BuildingInclusivity	Advanced
Collaboration and	Advanced
Teamwork	
Communication	Advanced
Empathy	Advanced
Literacy	Advanced
Planning and Organizing	Advanced

Technical Skills
Advanced Processing Technology Systems
Automated Manufacturing System
Maintenance
Automation Process Control
Business Performance Management
Continuous improvement and Innovation
Management
Engineering Management of Change (MOC)











Equipment Maintenance and Safety

Management

Manufacturing Process Management

Process Design and Production Management

Project Management

Quality System Management











MAINTENANCE / PROCESS TECHNICIAN

Sector: Manufacturing

Job Family: **Production / Operations**

Regulator: N/A

Licensing Requirements: N/A

Job Description

The Maintenance/Process Technician performs routine monitoring and inspection, troubleshooting and rectification, as well as preventive and corrective maintenance on process equipment and systems, in accordance with maintenance Standard Operating Procedures (SOPs). They conduct maintenance work for plant turnarounds and records performed maintenance and inspection work. They may specialise in electrical, rotating, static or instrumentation and control related-maintenance work. The Maintenance Technician applies Health, Safety and Environment (HSE) procedures, and participates in activity-based risk assessments, to ensure work activities are carried out safely and in compliance with Health Safety and Environment (HSE) requirements. They are a member of the Emergency Response Team (ERT) and supports continuous improvement projects for the plant. The Maintenance/Process Technician works in the field, either on a rotating or day shift, and may be on call.

Key Tasks

Apply Health, Safety and Environment HSE procedures to ensure work activities are performed safely.

Assist in root cause analyses of equipment failures.

Follow Standard Operating Procedures (SOPs) for inspection and maintenance work.

Participate in activity-based risk assessments.

Perform preventive and corrective maintenance and routine monitoring and inspection of process equipment and systems.

Perform troubleshooting and rectification on process equipment and systems.

Perform turnaround maintenance work including testing and commissioning of new and/or modified process equipment and systems.

Record maintenance and inspection work.

Core Skills	Level
Collaboration and	Basic
Teamwork	
Communication	Basic
DigitalLiteracy	Basic
Literacy	Basic
Numeracy	Basic
Problem Solving	Basic

TechnicalSkills
Asset Integrity Management
Continuous Improvement Management
Data and Statistical Analysis
Emergency Response Management
Engineering Drawing Interpretation and
Management
Environmental Management System
Framework Development and Implementation
Incident Investigation Management
Inspection Engineering Management
Instrumentation and Control Field Maintenance
Management













Mechanical Field Maintenance Management

Plant Turnaround Management

Preventive Maintenance Management

Workplace Safety and Health Compliance















Job Family: **Production / Operations**

Regulator: N/A

Licensing Requirements: N/A

Job Description

The Maintenance Manager oversees all activities in the maintenance department and is accountable for achieving high availability of process equipment and systems to improve plant performance and reliability. They formulate maintenance and contracting strategies for maintenance and turnaround work, in accordance with the organizations goals. They endorse maintenance, preventive maintenance, and turnaround schedules to ensure plant availability and reliability. The Maintenance Manager manages asset integrity assurance and improvement activities, as well as asset integrity performance standards and controls. They administer the Health, Safety and Environment (HSE) by endorsing risk assessments for maintenance-related activities. They participate in quality committees and ensure compliance with the current quality systems. They support in emergency situations and participates in crisis management activities. In addition, they coach and mentor maintenance department personnel and reviews and endorses initiatives and activities for plant continuous improvement.

Key Tasks

Endorse plant predictive, preventive and corrective maintenance activities.

Manage asset integrity performance standards, controls and improvement activities.

Manage asset risk and reliability analyses and implement improvement activities.

Manage overall plant maintenance and performance in accordance with production aims and objectives.

Manage the maintenance team's adherence to Quality systems, policies, and procedures.

Participate in setting annual budgets to ensure spare parts availability.

Provide strategic direction in implementing emerging technologies to enhance plant availability, reliability, and reduce maintenance costs.

Review and support plant compliance with Health, Safety and Environment (HSE) regulatory and system requirements including incident investigations.

Core Skills	Level
Communication	Advanced
CriticalThinking	Advanced
Initiative	Advanced
Numeracy	Advanced
Planning and Organizing	Advanced
Problem Solving	Advanced

Technical Skills
Budget Management
Business Continuity Management
Continuous Improvement Management
Data and Statistical Analysis
Engineering Drawing Interpretation and
Management
Health, Safety and Environment (HSE) Practices
Inspection Engineering Management
Maintenance Integrity and Reliability Framework
Development and Implementation
Maintenance Planning and Scheduling













Predictive, Preventive and Corrective

Maintenance Management

Procurement Management

Reliability Engineering Management

Robotic and Automation System Maintenance

Training, Mentorship and Coaching















MAINTENANCE TEAM LEADER

Sector: Manufacturing

Job Family: **Production / Operations**

Regulator: N/A

Licensing Requirements: N/A

Job Description

The Maintenance Team Leader plans and prioritises plant preventive and corrective maintenance activities to facilitate high availability of process equipment and systems for plant operations. They supervisemaintenance activities for plant turnarounds, routine monitoring and inspection activities, equipment troubleshooting, as well as equipment failure root cause analyses. The Maintenance Team Leader supervises staff and contractors compliance with Health Safety and Environment (HSE) requirements, and participates in incident investigations. They support the discipline engineering team with integrity assurance, improvement activities and asset risk and reliability analyses. They are a member of the Emergency Response Team (ERT) and contributes to crisis management activities. In addition, they take charge of their teams personnel capability development by providing coaching and mentoring.

Key Tasks

Identify opportunities for continuous improvement and supervise the application of emerging technologies for inspection and maintenance work within the team.

Plan and prioritise plant preventive and corrective maintenance activities and manage condition monitoring and routine inspection of process equipment and systems.

Supervise compliance to Health Safety and Environment (HSE) including incident investigations and third party compliance.

Supervise maintenance work for turnarounds and validate the testing and commissioning of new and/or modified process equipment and systems and ensure timely recording and input of maintenance and inspection work.

Supervise the conduct of activity-based risk assessments.

Supervise troubleshooting, root cause analyses, and rectification of process equipment and systems.

Support asset risk and reliability analyses, and participate in integrity assurance and implement improvement activities.

Support the development and implementation of Standard Operating Procedures (SOPs) for inspection and maintenance work.

Core Skills	Level
Adaptability	Intermediate
Collaboration and Teamwork	Intermediate
Communication	Intermediate
Critical Thinking	Intermediate
Digital literacy	Intermediate
Planning and Organizing	Intermediate

TechnicalSkills
Crisis Management
Data and Statistical Analysis
Engineering Drawing Interpretation and
Management
Engineering Management of Change
Health Safety and Environment (HSE)
Implementation and management
Incident Investigation Management













Maintenance Planning and Scheduling
Mechanical Field Maintenance Management
Organisational Resource Management
Project Management
Technical Report Writing
Training, Coaching and Assessment
Management















Job Family: Production / Operations

Regulator: The Council for Regulating the Practice of Engineering Professions

Licensing Requirements: As per the regulator The Council for Regulating the Practice of Engineering

Profession requirements

Job Description

The Mechanical Engineer/Industrial Engineer support the planning and development of projects. They develop mechanical designs based on project requirements, from conceptual to schematic and designs. They conduct project assessments and are able to provide feasible and creative solutions based on the assessment results. They participate in the tendering process and assist with the projects' costs and budgets. They incorporate new technologies into engineering design projects. They also possesses strong interpersonal and project coordination skills crucial for engagement with internal and external stakeholders. They is required to work both in office and at project sites.

Key Tasks

Develop detailed designs taking into consideration project requirements, technical aspects, relevant codes, standards and good practices as well as sustainability and maintainability considerations.

Develop shop drawings, installation methods, as well as equipment and materials schedules for relevant stakeholders' approval.

Liaise with contractors to resolve defects' issues.

Liaise with relevant stakeholders to resolve variations and liquidated damages.

Manage design changes and services coordination.

Monitor the execution and quality of contractors' and subcontractors' work.

Perform load analyses and calculations to determine equipment selection.

Perform simulation modelling and analyses.

Core Skills	Level
Collaboration and Teamwork	Intermediate
Communication	Basic
DigitalLiteracy	Intermediate
Initiative	Basic
Numeracy	Basic
Problem Solving	Intermediate

Technical Skills
Air Conditioning and Mechanical Ventilation
System
Analytics and Computational Design and
Modelling
Data Collection and Analysis
Design for Maintainability, Manufacturing and
Assembly, and Safety
Engineering Safety Standards Interpretation
Equipment and Systems Installation and
Commissioning Support
Site Assessment and Analysis
Technical Inspection
Technical Presentation





























Job Family: **Production / Operations**

Regulator: N/A

Licensing Requirements: N/A

Job Description

The Plant Operator operates equipments and performs operational housekeeping work while adhering closely to standard work instructions and organisational procedures in a cleanroom environment. They operate equipments in accordance with operational procedures. They conform to management system requirements by ensuring that products and processes meet quality standards. The Plant Operator contributes to productivity improvements and is responsible for taking the initiative to implement corrective actions. Above all, they need to perform rotating shift work in accordance with work disposition records. While performing the work activities, they must be able to interpret operation manuals and procedures.

Key Tasks

Comply with Health and Safety standards.

Conduct periodic checks on work in process and final products.

Correct product or process to meet quality standards.

Ensure a smooth handover between shifts explaining the relevant incidents to the incoming worker.

Maintain cleanliness and housekeeping of factories.

Notify the shift supervisor/line manager of any anomaly in the installation and keep records of defective final products.

Operate and monitor equipments, systems and network interface.

Take initiative to seek opportunities for improvements and implement corrective action.

Core Skills	Level
Adaptability	Basic
Collaboration and Teamwork	Intermediate
Communication	Intermediate
DigitalLiteracy	Intermediate
Literacy	Basic

Technical Skills
Automated Operation Monitoring
Automation System Maintenance
Continuous Process Improvement
Health and Safety Practices
Internet of Things Management
Manufacturing Process Implementation
Quality Control and Assurance
Quality Systems Understanding

















Job Family: **Production / Operations**

Regulator: N/A

Licensing Requirements: N/A

Job Description

The Machine Operator uses machinery and performs operational housekeeping work while adhering closely to standard work instructions and organisational procedures in a cleanroom environment. They operate machinery in accordance with operational procedures and quality standards. The Operator contributes to productivity improvements and is responsible for taking the initiative to implement corrective actions. They also prerape checklists and report to maintenance any machinery defects or anomaly. While performing the work activities, they must be able to interpret operation manuals and procedures. They interact effectively with others to achieve production and quality targets, while complying with Workplace Health and Safety requirements.

Key Tasks

Comply with Health and Safety standards.

Conduct daily checks on machinery to ensure proper performance.

Ensure a smooth handover between shifts explaining the relevant incidents to the incoming worker.

Maintain cleanliness and housekeeping of machinery.

Notify the shift supervisor/maintenance manager of any anomaly in the installation.

Operate and monitor machines, systems and network interface to meet all relevant standards.

Take initiative to seek opportunities for improvements and implement corrective action.

Core Skills	Level
Adaptability	Basic
Collaboration and	Intermediate
Teamwork	
Communication	Intermediate
DigitalLiteracy	Intermediate
Literacy	Intermediate

Technical Skills
Automated Operation Monitoring
Automation System Maintenance
Continuous Process Improvement
Health and Safety Practices
Internet of Things Management
Machine related licenses/certificates
Manufacturing Process Implementation
Quality Control and Assurance
Quality Systems Understanding

















Job Family: **Production / Operations**

Regulator: N/A

Licensing Requirements: N/A

Job Description

The Production Manager oversees all activities in the production department and ensures that plant operations comply with regulatory and organisational requirements. They are accountable for plant operations and performance, in accordance with production aims and objectives, and securing high operational availability so that production plans are executed in the most cost-effective manner. The Production Manager endorses risk assessments for production-related activities and Health, Safety and Environment (HSE) processes and procedures, Standard Operating Procedures (SOPs) and the annual production plan and schedule. They participate in quality committees and ensure compliance with the current quality systems. They manage emergency responses of the organisations Emergency Response Team (ERT) and participates in crisis management activities according to their designated role. In addition, they coach and mentor production department personnel in plant technology, and review and approve initiatives and activities for continuous improvements within plants.

Key Tasks

Endorse Standard Operating Procedures (SOPs) for process operations in consideration to quality systems.

Manage emergency responses and lead crisis responses and recovery activities in accordance with recovery and business continuity strategies.

Manage overall plant operations and performance in accordance with production aims and objectives. And endorse business and annual production plans and schedules.

Oversee the technical reliability and integrity of process units and utilities.

Provide guidance to production teams in complex operational abnormalities including virtual collaboration if needed.

Provide strategic direction in implementing emerging technologies for plant operations.

Review and support plant compliance with Health, Safety and Environment (HSE) regulatory and system requirements including incident investigations.

Support the endorsement of maintenance and turnaround schedules to ensure plant availability and reliability.

Core Skills	Level
BuildingInclusivity	Advanced
Communication	Advanced
Critical Thinking	Advanced
Initiative	Advanced
Planning and Organizing	Advanced
Problem Solving	Advanced

Technical Skills
Budget Management
Business Continuity Management
Change Management
Continuous Improvement Management
Data and Statistical Analysis
Health, Safety and Environment (HSE) Practices
Performance Management
Process Plant and Equipment Integrity
Management













Production Planning and Scheduling
Quality Control Management
Supply Chain Management
Team Management
Training, Mentorship and Coaching















Job Family: **Production / Operations**

Regulator: N/A

Licensing Requirements: N/A

Job Description

The Production Supervisor / Team leader leads optimal and safe plant operations by managing routine process units and process utilities operations during their shift and by monitoring the plants and team performance. They are responsible for executing production plans and schedules and control production processes to meet product quantity and quality targets. The Production Supervisor / Team leader supervises staff and contractors compliance with Health, Safety and Environment (HSE) requirements and participates in incidents investigtion. They lead emergency responses of the organisations Emergency Response Team (ERT). In addition, they take charge of their shift teams personnel capability development by providing coaching and mentoring.

Key Tasks

Identify and support opportunities for continuous improvement.

Monitor, control and execute production processes to meet product quantity and quality targets.

Participate in Health, Safety and Environment (HSE) and incident investigations according to quality systems and supervise the compliance of contractors.

Supervise the cleanliness and organization of the workplace.

Supervise the conduct of activity-based risk assessments.

Supervise the start-up, monitoring, control and shutdown of process units and process utilities at control rooms and plant sites including mechanical/maintenance turnaround works.

Supervise toolbox meetings prior to starting work activities.

Support the development and implementation of Standard Operating Procedures (SOPs) for process operations.

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

Technical Skills
Change Management
Continuous Improvement Management
Health, Safety and Environment (HSE) Practises
andimplementation
Internet of Things Management
Organisational Resource Management
Plant Turnaround Management
Process Equipment Preparation for Mechanical
Work
Process Operations Troubleshooting
Production Planning and Scheduling
Staff and Third Party Management, Training and
Coaching













Standard Operating Procedure Development and Implementation















Job Family: **Production / Operations**

Regulator: The Council for Regulating the Practice of Engineering Profession

Licensing Requirements: As per the regulator The Council for Regulating the Practice of Engineering

Profession requirements

Job Description

The Senior Chemical Engineer provides technical support to the production team for troubleshooting processes and proposes countermeasures to ensure safe and reliable operations. They lead the development of new applications, and the implementation of integrated solutions for process changes, new equipment, and technologies to improve process capability, efficiency, yield and quality. They may also specialize in process control, process optimization or process engineering projects, depending on organizational needs.

Key Tasks

Evaluate production trial runs to validate new raw materials introduction and/or new product specifications.

Lead collaborations with relevant stakeholders to determine product specifications to meet customer requirements and standards.

Manage team performance to achieve organizational goals.

Provide feedback / support to the Health, Safety and Environment (HSE) team on any non-conformance with Workplace Safety and Health (WSH) and Environmental Management System (EMS) and support incident investigations.

Review analyses of real-time plant data, vendor data and asset integrity risk and reliability analyses to make recommendations for process efficiency improvements using established and emerging technologies.

Review recommendations for changes and improvements to Standard Operating Procedures (SOPs) and work methods for specific production areas and/or processes.

Support continuous improvement, including pipeline reviews, and equipment and system performance and limits.

Support projects during plant commissioning and shutdown/turnaround activities.

Core Skills	Level
Communication	Intermediate
Critical Thinking	Intermediate
Empathy	Intermediate
Initiative	Intermediate
Planning and Organizing	Intermediate
Problem Solving	Intermediate

Technical Skills
Automation Technology Application
Change Management
Coaching and Mentorship
Commissioning and Start-Up Management
Continuous Improvement Management
Data Analytics System Design and Statistical
Analysis
Engineering Drawing Interpretation and
Management
Engineering Project Management
Environmental Management System
Framework Development and Implementation













Hazard Safety Management studies
Incident Investigation Management
Non-Conformance Management
Plant Economic Modelling
Process Control and Process Optimization
Process Safety Management Framework
Development and Implementation















SENIOR ELECTRICIAN/SUPERVISOR

Sector: Manufacturing

Job Family: **Production / Operations**Regulator: **Electricity and Water Authority**

Licensing Requirements: As per the regulator Electricity and Water Authority requirements

Job Description

The Senior Electrician/Supervisor carries out complex electrical, electronic and/or mechanical work under the supervision of engineers. They are technical experts, and an experienced workers, who are able to perform or supervise the execution of activities related to installation, calibration, repair and maintenance of electrical circuits and components and/or mechanical equipment. They assist in the development of technical documents relating to work processes and procedures and task reports and may engage the organisation's management and clients on technical aspects of projects.

Key Tasks

Advise on alternative materials and processes to resolve production constraints.

Analyse surface preparation and/or protection techniques according to work plans and instructions.

Coordinate transfer of sub-assemblies and/or work pieces across workstations.

Documenting production and reporting results.

Enforce adherence to workplace safety and health and quality assurance and quality control (QA/QC) policies.

Establish assembly job requirements and sequence of operations and review current assembly activities and present ideas for work improvement.

Identify job requirements based on manufacturing requirements.

Review equipment, structural and arrangement drawings to identify appropriate methods for equipment installation.

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

Technical Skills
Auxiliary System Maintenance
Component Assembly
Computer Numeric Control Operations
Emergency Response Management
Equipment and System Maintenance
Incident and Accident Investigation
Installation/Execution
Instrumentation and Control System Design
Procurement Coordination and Policy
Compliance
Quality Systems Compliance
Surface Preparation and Protection
Technical Inspection
Technical Writing
Testing













Workplace Safety and Health Compliance















Job Family: **Production / Operations**

Regulator: Electricity and Water Authority and The Council for Regulating the Practice of

Engineering Professions

Licensing Requirements: **As per the regulator Electricity and Water Authority and The Council for Regulating the Practice of Engineering Professions requirements**

Job Description

The Senior Electrical Engineer is a pivotal role responsible for overseeing and managing electrical engineering aspects. This role involves designing, developing, implementing and reviewing electrical systems and processes to ensure the efficient operation of manufacturing equipment. The Senior Electrical Engineer collaborates with cross-functional teams, including production, maintenance, and quality assurance, to optimize electrical systems, troubleshoot issues, and drive continuous improvement initiatives. They manage a team of engineers and ensure continuous performance improvement as well as driving new technologies adoptions. They are required to work in the office and at project sites.

Key Tasks

Conduct inspections and assessments of electrical equipment/systems, troubleshooting issues.

Develop and implement risk management plans and controls for project risk mitigation.

Evaluate detailed designs for technical feasibility, alignment with project requirements, and redundancy considerations.

Manage close-out inspections with authorities and agencies to ensure project compliance.

Oversee design changes and coordinate services for seamless project execution.

Provide technical guidance, support, and stay updated on industry trends in electrical engineering.

Review contractors' work, ensuring adherence to project specifications and quality standards.

Review project scope and requirements in collaboration with relevant stakeholders.

Core Skills	Level
Communication	Intermediate
Critical Thinking	Intermediate
Digital Literacy	Intermediate
Initiative	Intermediate
Planning and Organizing	Intermediate
Problem Solving	Intermediate

Technical Skills
Computational Design and Modeling of Electrical
System
Continuous Improvement Management
Data Analysis
Design for Maintainability, Safety and
Sustainability
Electrical Systems Design
Engineering Contract Management
Engineering Drawing and Design Specifications
Energy Efficiency
Equipment and Systems Installation and
Commissioning Management
Equipment and Systems Testing















SENIOR ELECTRONIC ENGINEER / SENIOR AUTOMATION ENGINEER

Sector: Manufacturing

Job Family: Production / Operations

Regulator: The Council for Regulating the Practice of Engineering Professions

Licensing Requirements: As per the regulator The Council for Regulating the Practice of Engineering

Profession requirements

Job Description

The Senior Electronic/Automation Engineer applies their expertise in process technology to drive innovative solutions for complex engineering problems and plant improvement. They provide technical advice to support the long-term planning of production sites and facilities and to ensure the successful completion of engineering projects.

Key Tasks

Act as a liaison between internal and external engineering groups and plant customers to ensure engineering input quality.

Contribute to the development of business continuity plans and recommend new process technologies and applications to enhance production and maintenance efficiency and effectiveness.

Drive innovative solutions for complex engineering problems and plant improvement using emerging technologies.

Drive the adoption of technologies for supporting virtual collaboration in remote locations.

Ensure department-level compliance with Health, Safety and Environment systems and local regulations. In addition to Review process safety incident findings and recommending improvements.

Formulate strategies and action plans for driving process integrity management and recommending improvements. In addition to translate continuous improvement strategies into actionable plans.

Provide technical expertise for production trial runs.

Review the results of testing and commissioning for successful project and handover documents to ensure all necessary information is included.

Core Skills	Level
Communication	Intermediate
Critical Thinking	Intermediate
Empathy	Intermediate
Initiative	Intermediate
Planning and Organizing	Intermediate
Problem Solving	Intermediate

Technical Skills
Coaching and Mentorship
Commissioning and Start-Up Management
Continuing Professional Development
Management
Continuous Improvement Management
Data and Statistical Analysis
Design automation, instrumentation, and
control
Design for Maintainability, safety and
sustainability
Engineering as per Health, Safety and
Environment standards













Engineering Management of Change
Engineering Project Management
Engineering Support Management
Front-End Engineering Design Management
Internet of Things Management
Knowledge of Programmable Logic Controller
(PLC), Supervisory Control and Data Acquisition

(SCADA), Human-Machine Interface (HMI)













SENIOR MECHANICAL ENGINEER / SENIOR **INDUSTRIAL ENGINEER**

Sector: Manufacturing

Job Family: **Production / Operations**

Regulator: The Council for Regulating the Practice of Engineering Professions

Licensing Requirements: As per the regulator The Council for Regulating the Practice of Engineering

Profession requirements

Job Description

The Senior Mechanical/Senior Industrial Engineer is a key position responsible for leading and managing engineering activities. This role involves designing, analyzing, and optimizing systems and processes to enhance the efficiency and reliability of manufacturing operations. The Senior Mechanical/Senior Industrial Engineer collaborates closely with cross-functional teams, including production, maintenance, and quality assurance, to ensure seamless integration of components and systems. This position requires a comprehensive understanding of engineering principles, project management, and the ability to drive continuous improvement initiatives in a dynamic manufacturing environment. The Senior Mechanical/Senior Industrial Engineer may also be expected to perform the responsibilities of a qualified person in accordance with the Building Control Act.

Key Tasks

Collaborate with cross-functional teams to troubleshoot and resolve mechanical issues.

Design and analyze mechanical systems for manufacturing processes.

Develop and implement preventive maintenance programs for mechanical systems.

Ensure compliance with mechanical safety standards and regulations.

Oversee installation and maintenance of mechanical equipment and machinery.

Participate in planning and executing mechanical projects within the manufacturing facility, including risk management, close-out inspections, design changes, and coordination of services.

Provide technical leadership and support to junior mechanical engineering staff.

Stay updated on industry trends and advancements in mechanical engineering.

Core Skills	Level
Communication	Intermediate
Critical Thinking	Intermediate
	Intermediate
Digital literacy	
Initiative	Intermediate
Planning and Organizing	Intermediate
Problem Solving	Intermediate

Technical Skills
Analytics and Computational Modelling
Automation and Robotics
Building Management System Implementation
and Control
Computational Design
Continuous Improvement Management
Data Analysis
Design for Maintainability, Manufacturing and
Assembly and Safety
Energy Efficiency
Engineering Contract Management
Engineering Drawing and Design Specifications













Equipment and Systems Installation and
Commissioning Management
Equipment and Systems Testing
Fire Protection System Design
Mechanical Systems Design
Project Management

















Job Family: Sales and Business Development

Regulator: N/A

Licensing Requirements: N/A

Job Description

The Business Development Executive is responsible for building a customer base for the products within their assigned markets, which may be as large as an entire country, depending on the organization's operations. They fulfill this role by working with business partners in the assigned market to promote products, maintain distribution channels or set up overseas production plants. They expand the customer base within the assigned market by conducting studies to identify potential growth areas and strategizing new campaigns.

Key Tasks

Analyze market needs and opportunities to assess clients' interest levels and needs.

Assist in closing deals, finalizing contracts, agreements and memorandum of understanding with business partners.

Assist in developing business opportunities and expansion plans.

Develop and manage domestic sales operational plans.

Evaluate target markets' and client organizations' cultures, regulations, traditions, and other situational factors that inhibit business dealings.

Generate ideas and strategies based upon data-driven insights and recommendations.

Negotiate with domestic partners on new and ongoing business collaborations.

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

Technical Skills
Business Environment Analysis
Business Negotiation
Business Networking
Business Opportunities Development
Business Relationship Building
Communications Channel Management
Market Research
Product Knowledge
Strategy Development

















Job Family: Sales and Business Development

Regulator: N/A

Licensing Requirements: N/A

Job Description

The Business Development Manager is responsible for leading the organization's business development strategies by prospecting new buyers and sellers, identifying business opportunities locally and regionally to expand the business portfolio. Business Development Managers are expected to maintain extensive knowledge of current market conditions to identify and develop the organization's propositions and differentiators. The Business Development Manager also collaborates with regional teams to stay informed with the latest geographical trends. In addition, they manage a diverse group of stakeholders while maintaining relationships with new and existing buyers or sellers.

Key Tasks

Assess the feasibility of business development pursuits through engagement sessions with internal and regional stakeholders.

Collaborate with internal stakeholders to assess gaps and opportunities in business performance and the current portfolio, as well as support implementation plans for new portfolio adoption.

Develop business development plans in alignment with strategies including new business venture proposals based on market demand and strategic fit.

Develop business reports on potential revenue streams, enhanced product offerings, and new business ventures.

Leverage the business network to identify new business opportunities and facilitate knowledge sharing sessions.

Obtain insights from the business network on developments in product offerings and production, including technological and process enhancements.

Review due diligence reports and regulatory restrictions on new business ventures.

Review and integrate targets and Key Performance Indicators (KPIs) into implementation plans.

Core Skills	Level
BuildingInclusivity	Advanced
Collaboration and	Advanced
Teamwork	
Communication	Advanced
Initiative	Advanced
Numeracy	Advanced
Planning and Organizing	Advanced

Technical Skills
Budgeting
Business Negotiation
Business Opportunities Development
Business Performance Management
Business Planning
Conflict Management
Cost-benefit analysis
Demand Analysis
Effectiveness Management
Financial Modeling
Innovation Management
RiskManagement















Job Family: Sales and Business Development

Regulator: N/A

Licensing Requirements: N/A

Job Description

The Head of Sales and Business Development drives the formulation of the organization's sales and business development strategies, enhances the organization's current portfolio and explores new business opportunities. They execute business strategies aligned with organizational objectives. The Head of Sales and Business Development also coordinate with regional partners to identify regional market opportunities that could enhance local positions. In addition, they continually strengthen working relationships amongst a diverse network of buyers and sellers to assess, test and monitor market demand to provide innovative offerings.

Key Tasks

Drive collaborations with internal stakeholders to develop implementation plans for adapting existing portfolios to new business opportunities.

Drive product and/or product offerings research initiatives to understand and predict future trends. This includes endorsing market research reports and upholding regulatory restriction on new business ventures.

Endorse demand creation strategies and new product service offerings to improve revenue streams and meet market demands.

Establish business development strategies to ensure alignment with the overall organizational strategy.

Establish new business agreements with identified partners, suppliers and vendors.

Formulate targets and Sales Key Performance Indicators (KPIs) aligned with business development strategies.

Identify and lead newbusiness opportunity initiatives based on business network feedback and economic landscape. In addition, lead new business ventures and strategize on the approach to business ventures and market entries.

Lead departmental financial budgeting process to acquire funds for the department's activities.

Lead development of business intelligence frameworks to improve predictive modelling, data analytics and market assessments.

Lead relationship building with industry players, and develop strategies to leverage the available network for business opportunities and partnerships.

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

TechnicalSkills
Budgeting
Business Opportunities Development
Business Performance Management
Business Planning Review
Change Management
Conflict Management













Continuous Improvement Management
Data Analytics
Effectiveness Management
Innovation Management
Market Research
Networking
Project Management
Resource Management
Solutions Design Thinking
Stakeholder Management
Strategy Planning

















Job Family: Sales and Business Development

Regulator: N/A

Licensing Requirements: N/A

Job Description

The Key Account Manager is responsible for the account management aspect of key accounts. They are responsible for driving client profitability and retention of key accounts. This includes analyzing client trends, feedback and proposing growth opportunities for the business. Key Account Managers should be service-oriented with strong interpersonal skills. They are responsible for negotiating renewal of contracts to ensure that the organization's interests are protected while maintaining client satisfaction. They also possess strong organizational skills to coordinate and organize client relationship management programs to improve client knowledge of the organization's products and services. They may travel frequently, sometime for technical visits, to establish and maintain relationships with key clients.

Key Tasks

Analyze existing data on client accounts to support account management strategies and propose growth opportunities for the organization.

Coordinate with different departments to manage client accounts, and execute client relationship management programs.

Negotiate new and existing contracts to maintain client satisfaction while ensuring the organization's benefits are protected.

Plan programs to inform clients on products and service offerings.

Provide prompt responses to queries on key client accounts.

Recommend deviations in policy requests based on viability and cost-benefit analysis.

Supervise personalized post-sales client support and service according to clients' needs.

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

Technical Skills
Budgeting
Business Data Analysis
Business Negotiation
Business Performance Management
Business Planning
Customer Behavior Analysis
Customer Loyalty and Retention Strategy
Formulation
Customer Relationship Management
Financial Management
Proposal Writing
Sales Closure
Sales Target Management
Service Excellence
Stakeholder Management
Strategy Planning and Implementation

















Job Family: Sales and Business Development

Regulator: N/A

Licensing Requirements: N/A

Job Description

The Sales Coordinator / Customer Service Coordinator assists in supporting the acquisition of sales through their generation and follow-up of leads. Through their engagement with customer enquiries, feedback and the preparation and collation of data, they analyze customer behaviour to support client acquisition and retention. Driven and resourceful, the fast pace of work requires working closely with team members in other departments to execute sales activities through timely follow-up of information.

Key Tasks

Assist in preparation of sales proposals.

Communicate technical details and functions of products effectively to buyers as well as assist buyers in resolving technical requests or issues.

Coordinate leads on potential new buyers.

Coordinate program activities to drive acquisition targets.

Consolidate information on buyers' requirements and assist in collating feedback to improve sales target development.

Maintain records and documentation of buyer engagements.

Operate new technologies, electronic tools and devices to improve operations in own work areas.

Support sales and finance departments to process payment to sellers.

Core Skills	Level
Collaboration and	Basic
Teamwork	Dazic
Communication	Intermediate
DigitalLiteracy	Basic
Initiative	Basic
Planning and Organizing	Intermediate
Problem Solving	Intermediate

Technical Skills
Business Opportunities Development
Conflict Management
Customer Relationship Management
Data Mining and Modelling
Learning and Development
Service Excellence
Systems Thinking Application
Technology Integration















SALES EXECUTIVE / CUSTOMER SERVICE EXECUTIVE

Sector: Manufacturing

Job Family: Sales and Business Development

Regulator: N/A

Licensing Requirements: N/A

Job Description

The Sales Executive / Customer Service Executive is responsible for monitoring competitor landscape to support development of sales strategies. They also support acquisition of sales through generation and follow-up of leads. Through this engagement with customer enquiries and feedback, they analyze customer behaviour to support client acquisition and retention. Innovative and resourceful, they keep informed on the organization's products and services as they source new business opportunities. They leverage such knowledge to tailor solutions which meet clients' requirements. They commute extensively to maintain rapport with potential and existing clients and to close sales leads

Key Tasks

Assess buyers' profiles to guide the achievement of sales performance.

Collaborate with relevant departments to facilitate payment terms and processes for sellers.

Collate relevant information to be included in sales proposals including technical requirements or non-standard buyer requests.

Conduct negotiation of sale agreements and perform follow-up actions to close sales.

Enhance customer acquisition programs.

Explain technical nuances and the pros and cons of various products and services to meet buyers' technical requirements.

Initiate and maintain relationships with client base and leads to support sales objectives.

Interpret buyers' overall business cycle to support the identification of their current and future business needs.

Core Skills	Level
Adaptability	Intermediate
BuildingInclusivity	Intermediate
Communication	Advanced
CriticalThinking	Basic
Empathy	Intermediate
Initiative	Intermediate

Technical Skills
Business Negotiation
Business Opportunities Development
Business Presentation Delivery
Customer Acquisition Management
Customer Experience Management
Customer Relationship Management
Market Profiling
Networking
Sales Closure
Sales Target Management
Stakeholder Management















SALES MANAGER / CUSTOMER SERVICE MANAGER

Sector: Manufacturing

Job Family: Sales and Business Development

Regulator: N/A

Licensing Requirements: N/A

Job Description

The Sales Manager / Customer Service Manager is responsible for managing the organization's sales growth. By analyzing client segmentation and competitor landscape, they develop sales strategies. They support lead generation, and conduct business and contract negotiations to increase client acquisition and boost retention. Innovative and resourceful, they demonstrate initiative by identifying new opportunities both locally and regionally and converting them into actual sales. They build good rapport with new and existing clients by pro-actively anticipating clients' needs and identifying business solutions to meet those needs. They network extensively outside of the office to stay in close contact with the key industry stakeholders.

Key Tasks

Develop and forecast sales teams plan to achieve cascaded sales targets.

Develop targeted market segments according to specific buyer profiles.

Diagnose and present suitable solutions/products to address buyers' needs.

Enhance and establish existing and new customer acquisition and retention plans.

Enhance networks and possible leads by attending industry programs, events, or activities.

Lead negotiation of sale proposals and agreements.

Identify high-priority buyers to facilitate follow-up discussions for sales closure and payment fulfillment activities.

Review the buyer's overall business cycle to identify current and future business needs that can be fulfilled by the Sales team.

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

Technical Skills
Budgeting and Sales Forecasting
Business Negotiation
Business Planning
Business Presentation Delivery
Conflict Management
Contract Management
Data Mining and Modelling
Enterprise Risk Management
Market Profiling / Client Qualification
Resource Management
Sales Target Management

















Job Family: Supply Chain Management

Regulator: N/A

Licensing Requirements: N/A

Job Description

The Purchasing Manager is tasked with managing the organisation's procurement strategies and leveraging strong relationships with the supplier network to ensure alignment with organisational objectives. They are also involved in negotiating with suppliers and managing operational procurement activities to manage product demands. Adept at problem solving, organisational and project management, they are capable of handling multiple local and regional projects simultaneously and executing them to completion. In addition, they are an independent worker and effective team player who is able to motivate and drive the performance of their team members.

Key Tasks

Analyze inventory levels within the organization to identify future inventory needs.

Analyze sellers based on prices, specifications, and delivery dates to select the best bids.

Collaborating with other teams within organization in order to achieve departmental and organizational objective.

Develop procurement implementation plans to align with overall procurement strategies and operational activities.

Develop selection processes and criteria in collaboration with sellers.

Evaluate sellers' performance based on the quality of products received.

Facilitate engagement sessions with the organization's network and external vendors to optimize procurement transactions.

Manage imports status and process, including Shipping and transportation, dealing with customs affairs and legal requirements.

Review and expedite payment processes for ad-hoc payment issues with sellers.

Review audits conducted on trade documentations and contract terms of trade transactions to reduce procurement risk.

Set the organization's procurement targets and Key Performance Indicators (KPIs) across teams to meet business operational goals.

Verify the accuracy of information collected on potential sellers who meet procurement requirements.

Core Skills	Level
Adaptability	Advanced
Collaboration and	Intermediate
Teamwork	intermediate
CriticalThinking	Intermediate
Numeracy	Intermediate
Planning and Organizing	Advanced
Problem Solving	Advanced

Technical Skills
Budgeting
Business Negotiation
Change Management
Contract Development and Management
Departmental Performance Management
Inventory Planning Control













Networking
Operational Planning
Procurement Management
Quality Assurance Management
Resource Management
Stakeholder Management
Supplier Sourcing
TechnologyIntegration

















Job Family: Supply Chain Management

Regulator: N/A

Licensing Requirements: N/A

Job Description

The Purchasing Officer supports the development of procurement strategies by monitoring inventory movement and reconciling supplies with established procedures. They also support the overall contractor selection process by analysing proposals and draft contracts based on established supplier selection processes and criteria. They are able to manage work priorities and relationships with suppliers and other business units locally and regionally.

Key Tasks

Adopt selection processes and criteria with sellers to ensure fair competition.

Analyze draft proposals and procurement specifications to ensure alignment with procurement requirements.

Deploy the organization's procurement activities based on established product specifications and customer needs.

Gather data on potential sellers/vendors that meet procurement requirements.

Generate a list of preferred sellers following the organization's selection processes. In addition to negotiate on agreed contract terms and conditions with preferred sellers.

Manage working-level relationships with the organizational network and external vendors for optimal procurement transactions.

Monitor compliance with the organization's procurement targets and Key Performance Indicators (KPIs) and Code of Conduct.

Oversees the quality (specifications and quantities) of purchase orders and the products.

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

Technical Skills
ContractAdministration
Negotiation
Networking
Order Fulfilment Administration
Procurement Management
Quality Assessment
Stakeholder Management
Supplier Sourcing
Technology Integration

















Job Family: Supply Chain Management

Regulator: N/A

Licensing Requirements: N/A

Job Description

The Supply Chain Manager oversees all activities of the supply chain team, and is responsible for developing strategies for sourcing feedstock and third-party trading for maximised profit and efficiency across all supply channels. They are accountable for maintaining optimal raw materials and stock level inventories to ensure that the organisations working capital objectives are met. The Supply Chain Manager manages commercial activities, such as developing supply chain economic models for enterprise resource planning. They manage supplier contract negotiations and supplier credit terms and risks, in line with the organisations commercial objectives. They endorse recommendations to improve the productivity, quality and efficiency of supply chain operations. In addition, they coach and mentor supply chain team personnel and drive departmental performance to meet the organisations objectives. They collaborate with the production, sales and logistics teams and interfaces with suppliers and distributors.

Key Tasks

Coordinate all supply chain activities associated with new product introduction.

Develop strategies for sourcing feedstock and third-party trading for maximized profit and efficiency across all supply channels.

Drive the adoption of new data technologies to optimize supply chains and distribution systems.

Endorse recommendations to improve the productivity, quality and efficiency of supply chain operations.

Ensure Compliance with vendor code of conduct and with company's policies.

Ensure compliance with Work Place Sefty and Health (WSH) and Electronics Manufacturing Services (EMS) systems at the department level.

Establish processes to minimize feedstock quality risks.

Maintain optimal raw materials and stock level inventories to ensure that the organization's working capital objectives are met.

 $Manage\ commercial\ activities, such\ as\ developing\ supply\ chain\ economic\ models\ for\ enterprise\ resource\ planning.$

Manage supplier contract negotiations and supplier credit terms and risks, in line with the organization's commercial objectives.

Participate in the operational budget including budgeting for Export and import and freight forwarding operations.

Review and update supply chain practices in accordance with new or revised Place Sefty and Health (WSH) and Electronics Manufacturing Services (EMS) standards and regulations.

Core Skills	Level
Adaptability	Advanced
Collaboration and	Advanced
Teamwork	
Communication	Advanced

Technical Skills
Budget Management
Business Continuity Management
Coaching and Mentoring













Initiative	Advanced
Planning and Organizing	Advanced
Problem Solving	Advanced

Continuous Improvement Management
Environmental Management System
Framework Development and Implementation
Market Demand and Feedstock Management
Materials Qualification and Quality
Organizational Resource Management
Procurement Management
Strategic Planning
Supply Chain Management
Third Party/Vendor Management













Job Family: Supply Chain Management

Regulator: N/A

Licensing Requirements: N/A

Job Description

The Warehousing and Distribution Manager is responsible for managing and reviewing warehouse operational policies, standards and procedures including the implementation of warehousing solutions, in accordance to warehousing business and customers needs. Resourceful and systematic, they are required to manage resources and obtain buy-in among internal and external stakeholders. They also oversee the performance of the warehousing team, including setting KPIs. They responsible for reporting on stock levels and other metrics to internal stakeholders. They are also expected to lead a department and make business decisions independently. They ensure compliance with regulatory requirements, industry standards, and company policies.

Key Tasks

Build a culture of business process improvements.

Coordinate closely with Health Sefty and Environment department to suggest solutions and ways to improve existing processes.

Ensure warehousing team's compliance with Health Sefty and Environment policies and standards.

Establish and maintain relationships with vendors, suppliers and customers.

Manage resources to ensure cargo-handling schedules are met.

Manage training and development of warehousing staff.

Manage warehousing business resources, including manpower, budget, internal assets and external vendors.

Plan, direct and review warehousing operations including operational policies, standards and procedures.

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

TechnicalSkills
Change Management
Hazardous Materials Management
Logistics Solution Design Thinking
Negotiation
Process Improvement and Optimization
Risk Management and Administration
Stakeholder Management
Strategy Implementation
Warehouse Automation Application
Warehouse Inventory Audit
Warehouse Layout Design and Space Utilization
Warehouse Performance Measurement
Warehousing/Cargo-related Occupational
Health and Safety Management

















Job Family: Supply Chain Management

Regulator: N/A

Licensing Requirements: N/A

Job Description

The Warehousing Route Supervisor is responsible for coordinating general warehouse operations and activities including shipping and receiving deliveries, conducting stock checks, documenting warehouse transactions and records, and storing of inventory within the warehouse. They are also responsible for the safe and efficient operation of the material-handling equipment. They are expected to work with internal and external stakeholders to accomplish their work.

Key Tasks

Comply with Health Sefty and Environment standards and requirements, including reporting incidents.

Maintain updated and accurate transactions records.

Manage a team of personnel including drivers, loaders, and dispatchers.

Perform stock control and manage inventory safely and efficiently within the warehouse.

Supervises material-handling equipment operators and ensure safety and efficiency.

Track cargo-handling schedules to ensure compliance with timelines.

Core Skills	Level
Adaptability	Basic
Collaboration and	Intermediate
Teamwork	littermediate
Communication	Basic
Planning and Organizing	Intermediate
Problem Solving	Intermediate
Numeracy	Basic

Technical Skills
Cargo Loading and Unloading Administration
Hazardous Materials Management
Order Fulfillment and Warehouse
Administration
Use of Material Handling Equipment (MHE)
Warehouse Automation Application
Warehouse Facility Management
Warehouse Inventory Control
Warehouse Management System
Administration
Warehousing/Cargo-related Occupational
Health and Safety Management















HEAD OF HEALTH, SAFETY AND ENVIRONMENT

Sector: Manufacturing

Job Family: Health, Safety and Environment

Regulator: N/A

Licensing Requirements: As per the regulator requirements

Job Description

The Head of Health, Safety and Environment oversees all activities in the Health, Safety and Environment department and is responsible for providing technical expertise on Health, Safety and Environment issues to relevant stakeholders. They lead the development of the Health, Safety and Environment frameworks, and evaluate the organization's Health, Safety and Environment systems to ensure compliance with relevant Government regulations and organizational health, safety and environmental guidelines, e.g. Ministry of Labour, The Supreme Council for Environment, Ministry of Interior, Ministry of Health, Ministry of Works and Municipality Affairs. They lead Health, Safety and Environment accident and incident investigations. They are responsible for managing the organization's Safe System of Work (SSoW) framework to ensure that work activities are carried out safely. Additionally, they coach and mentor Health, Safety and Environment department personnel and drive departmental performance to achieve the organization's Health, Safety and Environment goals.

Key Tasks

Address any violation of safety codes within the company, and recommend appropriate disciplinary action on the violators.

Conduct detailed health and safety inspections / fire safety checks periodically.

Conduct internal compliance audits and report findings.

Develop and implement all "risk assessments" and Safe System of Work (SSoW) as required by legislation / regulation, and review at regular intervals to maintain records.

Develop, lead and support the organization to deliver Health, Safety and Environment strategies, standards, policies, processes, emergency responses and crisis management plans Safe System of Work and Standard Operating Procedure (SSoW and SOPs).

Ensure staff and contractors' awareness and compliance with the organization's Health, Safety and Environment standards.

Identify, develop, manage, conduct required Health, Safety and Environment-related training and communication on an organizational level.

Lead Health, Safety and Environment accident and incident investigations, review findings, recommend corrective and preventive action plans.

Stay up-to-date on changes in current legislation (inc. new regulation) and implement changes where relevant.

CoreSkills	Level
Collaboration and	Intermediate
Teamwork	
Communication	Advanced
Critical Thinking	Advanced
Initiative	Intermediate

Technical Skills
Audit and Review Management
Budget Management
Business Continuity Management
Change Management













Planning and Organizing	Advanced
Problem Solving	Advanced

Emergency Response and Crisis Management
Development and Implementation
Health, Safety and Environment Hazard
Identification and Risk Control Management
Health, Safety and Environment Standards
Health, Safety and Environment System and
Framework Development and Implementation
Incident Investigation Management
Training, Coaching and Assessment
Management













HEALTH, SAFETY AND ENVIRONMENT SPECIALIST

Sector: Manufacturing

Job Family: Health, Safety and Environment

Regulator: **N/A**

Licensing Requirements: As per the regulator requirements

Job Description

The Health, Safety and Environment Specialist coordinates the development of Health, Safety and Environment frameworks across departments, supervises Health, Safety and Environment system reviews and audits, to ensure compliance with The Ministry of Labour and The Supreme Council for Environment's organizational health, safety and environmental guidelines and legislation. They develop, maintain, and supervise the implementation of Health, Safety and Environment procedures in the organization, manage training and communication sessions for staff and contractors. The Health, Safety and Environment Specialist provides technical input for the development and update of the Safe System of Work (SSoW) processes and, procedures, and audits compliance with Safe System of Work (SSoW) activities. They are responsible for coordinating the development of emergency response and crisis management plans. In addition, the Health, Safety and Environment Specialist contributes to staff and organizational development by validating continuous improvement initiatives and activities, and by coaching and mentoring junior staff in the Health, Safety and Environment department. They also review the engineering / production design of Health, Safety and Environment in projects and support defined work processes to improve Health, Safety and Environment application and effectiveness.

Key Tasks

Coach and mentor staff to enhance team performance and achieve organizational goals.

Collect, analyze and maintain Health, Safety and Environment metrics, as well as periodic communication and reporting to the Head of Health, Safety and Environment.

Conduct inventory for safety equipment, such as fire prevention equipment, first aid supplies, Personal Protective Equipment (PPE), and safety equipment.

Develop and coordinate emergency responses, crisis management activities and ensure proper closure of investigations through notification to relevant authorities.

Ensure appropriate risk assessments and conduct and analyze safety surveys are in place.

Lead the development and update of Safe System of Work (SSoW) processes and procedures, and coordinate the development of Safety and Environment frameworks across departments.

Manage Safety and Environment related training and communication sessions for staff and contractors.

Supervise Health, Safety and Environment system, legal compliance reviews and audits, including the compliance of all staff and contractor.

Core Skills	Level
Collaboration and Teamwork	Intermediate
Communication	Intermediate
Empathy	Intermediate

Technical Skills
Audit and Review Management
Data Analysis and Usage of Analytical Tools
Emergency Response and Crisis Management
Development and Implementation













Initiative	Advanced
Planning and Organizing	Intermediate
Problem Solving	Intermediate

Health, Safety and Environment Framework
Development and Implementation
Health, Safety and Environment Hazard
Identification and Risk Control Management
Incident Investigation Management
Safe System of Work (SSOW) Development and
Implementation
Third Party Management
Training, Coaching and Assessment
Management















Job Family: Health, Safety and Environment

Regulator: N/A

Licensing Requirements: As per the regulator requirements

Job Description

The Health, Safety and Environment Officer is responsible for executing, administering and implementing health and safety systems in the organization. They review, analyze and consolidate inspection reports received from Health, Safety and Environment Inspectors, and assist Health, Safety and Environment Specialists in identifying potential hazards and risks, addressing or reporting Health, Safety and Environment incidents. The Health, Safety and Environment Officer is expected to provide safety inductions, training and communication sessions for both internal staff and external stakeholders. They may oversee Health, Safety and Environment Inspectors and conduct spot inspections to ensure that safety precautions are being followed by the Health, Safety and Environment Inspectors. They are required to work either on-site or off-site during their work and may operate in shifts.

Key Tasks

Assist emergency responses, crisis management activities, procedures and plans, in line with the defined organizational structure.

Conduct Health, Safety and Environment related training sessions for staff and contractors to ensure compliance with the organization's Health, Safety and Environment standards and practices.

Conduct Health, Safety and Environment system and legal compliance reviews and audits.

Identify and support the implementation of initiatives and activities towards continuous improvement.

Manage safety department inventory of equipment, raising demands when required.

Participate in Health, Safety and Environment accident and incident investigations, then follow up on corrective and preventive actions.

Support the development and implementation of Health, Safety and Environment frameworks and systems.

Support the development and implementation of Safty System of Work (SSoW) processes and procedures, interacting with the production team, maintenance team and contractors.

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

TechnicalSkills
Crisis Management
Data Analysis and Usage of Analytical Tools
Emergency Response and Crisis Management
Development and Implementation
Environmental Management System
Framework Development and Implementation
Fire Safety and First Aid
Hazards Identification
Incident Investigation Management







Technical Inspection







Major Hazard Installation Safety Case
Management
Project Management
Safe System of Work (SSoW) Development and
Implementation
Safety Regulation Compliance
Safety Systems Management













HEALTH, SAFETY AND ENVIRONMENT INSPECTOR

Sector: Manufacturing

Job Family: Health, Safety and Environment

Regulator: N/A

Licensing Requirements: As per the regulator requirements

Job Description

The Health, Safety and Environment Inspectors are responsible for coordinating health and safety systems within the organization, and conducting periodic inspections / safety surveys to ensure that the implemented risk control measures are being observed and practiced. They identify potential hazards and risks, and address or report Health, Safety and Environment incidents based on the nature of the incident. They coordinate and implement emergency preparedness response plans. The Health, Safety and Environment Inspectors are also expected to provide regular general safety awareness sessions. He/She is required to work either on-site or off-site, and may operate in shifts. The Health, Safety and Environment Inspector is practical and meticulous. They are required to observe safety hazards and deal with them in a prompt and decisive manner. The role also requires engagement and interaction with stakeholders, such as production operators, maintenance, security, and admin.

Key Tasks

Alert team members of emergency situations and potential escalation of incidents and accidents.

Assess, report, and execute routine and non-routine work processes for risk management (RM) and risk assessment (RA).

Conduct safety awareness sessions and support Health, Safety and Environment programs.

Participate in Health, Safety and Environment compliance inspections.

Report, address and provide counsel on specific instances of Health, Safety and Environment non-compliance and unsafe work practices.

Report, recommend, and support implementation and monitor effectiveness of Health, Safety and Environment systems to improve performance.

Support Health, Safety and Environment incident and accident management and investigations, and contribute suggestions to mitigate reoccurrences of incidents and accidents.

Support implementation of corrective and preventive actions (CAPA).

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

Technical Skills
Crisis Management
Fire Safety and First Aid
Hazards Identification
Microsoft Office Tools
Safety Systems Management
Safety Regulation Compliance
TechnicalInspection

















Job Family: Quality Assurance and Quality Control

Regulator: N/A

Licensing Requirements: N/A

Job Description

The Scientist applies existing methods and analytical techniques for product testing and quality control, and recommends improvements in accordance with international best practices and procedures. They manage laboratory operations to meet customers needs within the scheduled time, and in accordance with the organizations quality objectives. They develop and maintain laboratory Standard Operating Procedures (SOPs) and carry out laboratory special projects. The Scientist is responsible for maintaining the compliance of laboratory activities with Health, Safety and Environment requirements, which includes implementing the Management of Hazardous Chemicals Programme (MHCP) in the laboratory. They manage non-conformance by identifying standard deviation and product failure data from the Laboratory Information Management System (LIMS). In addition, they implement continuous improvement initiatives and activities for the laboratory.

Key Tasks

Apply analytical techniques for product testing and quality control.

Apply existing test methods and recommend improvements, in accordance with international best practices and procedures.

Assist in the design of new experiments to solve complex problems and deliver high-quality analytical results.

Carry out laboratory special projects for new developments, systems and equipment at the department level.

Implement continuous improvement initiatives and adopt or adapt to new technologies as they become available.

Maintain Health, Safety and Environment practices and compliance with regulations and system requirements for laboratory activities at the department level, implement information from Safety Data Sheets (SDS) and assist in the conduct of activity-based risk assessments at the department level.

Suggest and implement preventive maintenance regimes for laboratory equipment and/or on-line analyzing devices.

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

Technical Skills
Analytical Method Validation
Data and Statistical Analysis
Health, Safety and Environment Hazard
Identification and Risk Control
Laboratory Equipment Maintenance and
Calibration Management
Laboratory Operations
Non-Conformance Management
Product Testing
Quality Assurance Procedures
Quality Control Procedures
Sample Management
Technical Report Writing

















Job Family: Quality Assurance and Quality Control

Regulator: N/A

Licensing Requirements: N/A

Job Description

The Head of Quality approves new or improved processes and systems to ensure that quality standards in manufacturing plants are upheld. They hold overall responsibility for the Quality Assurance and Quality Control departments' activities within the organization. They are responsible for all major decisions regarding the validation of manufacturing processes, product registration, release and recall, as well as internal and external audit policies. The Head of Quality establishes strategies for manufacturing plants to achieve desired quality levels based on industry best-practices and regulatory requirements. They drive cross-functional collaboration and continuous improvement efforts. In addition, they are accountable for the Quality Assurance and Quality Control departments meeting their operational and financial targets.

Key Tasks

Determine training strategies for Quality Assurance/Quality Control personnel in manufacturing facilities.

Develop policies for internal and external audits in line with the organization's guidelines and regulatory requirements and approve any revisions to procedures and processes as required.

Lead external communications in response to product quality deviations and product recalls.

Liaise with internal and external stakeholders to obtain product registration and approval.

Maintain business accountability for overall workflow improvements in the Quality Assurance/Quality Control departments and foster a plant-wide culture that embraces concepts of Quality Risk Management and Quality by Design.

Manage the implementation of improvements to address identified product quality issues.

Review and approve recommendations on significant changes needed in resources, procedures, systems, equipment, and technology.

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

Technical Skills
Budgeting and Procurement Management
Business Performance Management
Business Planning and Continuity Management
Change Management
Data Analysis
Goods Manufacturing Practices Implementation
Organizational Resource Management
Project Management
Quality Assurance Management
Quality Control Management
Report Writing
Risk Management
Technical Presentation















Job Family: Quality Assurance and Quality Control

Regulator: N/A

Licensing Requirements: N/A

Job Description

The Quality Assurance/Quality Control Manager organizes and controls the day-to-day operations of the laboratory, in accordance with the organization's Quality Assurance and Quality Control objectives. They are accountable for the development and implementation of a coordinated Quality Management System (QMS) and documentation management system to ensure that the organization's systems and processes comply with internal and external quality accreditation requirements. The Quality Assurance/Quality Control Manager reviews investigation findings and root cause analysis, and liaises with internal and external stakeholders, to ensure the resolution of non-conformance issues. They establish and drive the implementation of Standard Operating Procedures (SOPs) for quality, and ensure compliance with Health, Safety and Environment requirements. In addition, they coach and mentor Quality Assurance/Quality Control department personnel and drive departmental performance to achieve the organization's quality goals.

Key Tasks

Endorse preventative maintenance regimes for laboratory equipment and/or on-line analyzing devices.

Formulate strategies for quality assurance and product and/or process improvement.

Manage organizational level Quality Assurance/Quality Control training and communication and promote industry best practices.

Manage quality audits to ensure that the organization's processes and systems are aligned with internal and external accreditation requirements.

Manage the development and implementation of the Quality Management System (QMS), including documentation management.

Provide strategic direction in implementing emerging technologies for laboratory operations.

Review investigation findings and root cause analysis regarding inconsistent quality processes and non-conformance issues and liaise with internal and external stakeholders to resolve these.

Set direction on special projects and assignments.

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

Technical Skills
Audit and Review Management
Budget Management
Business Continuity Management
ChangeManagement
Data Analysis
Laboratory Operations Management



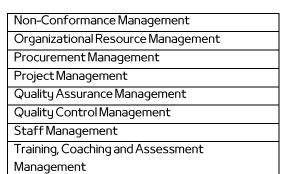
























QUALITY ASSURANCE / QUALITY CONTROL **OFFICER**

Sector: Manufacturing

Job Family: Quality Assurance and Quality Control

Regulator: N/A

Licensing Requirements: N/A

Job Description

The Quality Assurance/Quality Control Officer maintains and implements the Quality Management System (QMS) for the organization. They manage Quality Assurance and Quality Control by conducting audits for quality system conformance, and liaising across departments to maintain good documentation control and management. They conduct Quality Assurance and Quality Control-related training and communication sessions for staff and contribute to the development of strategic quality improvement programs for the organization. The Quality Assurance/Quality Control Officer conducts investigations into inconsistent quality processes and non-conformance and recommends preventative actions to eliminate recurrences of such issues. They monitor product failure data, performance trends, and initiate remedial actions with relevant departments, where necessary. In addition, they actively identify opportunities and prepare recommendations for continuous improvement in quality, productivity and cost efficiency.

Key Tasks

Conduct Quality Assurance and Quality Control training and communication sessions.

Contribute to strategic quality improvement programs.

Identify and prepare recommendations for opportunities for continuous improvement in quality, productivity, and cost efficiency.

Implement and maintain the Quality Management System (QMS) and conduct audits for quality system conformance.

Liaise across departments to maintain documentation control and management.

Monitor and investigate inconsistent quality processes and non-conformance and recommend preventive actions to eliminate recurrences of problems.

Propose applications of new technologies and processes.

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

Technical Skills
Audit and Review Management
Data and Statistical Analysis
Health,Safety and Environment Framework
Development and Implementation
Health,Safety and Environment Hazard
Identification and Risk Control
Materials Qualification
Non-Conformance Management
Project Management













Quality Assurance Management
Quality Control Management
Technical Presentation
Technical Report Writing

















Job Family: **Product Development and Design**

Regulator: N/A

Licensing Requirements: N/A

Job Description

The Designer (Engineering Design) interprets engineering calculations, uses design softwares and modelling methods for preparation of drawings and designs. They identify relevant design data and highlight design issues where applicable. They also comply with Design for Safety (DFS) regulations and Design for Manufacture (DFM) while ensuring compliance with local industry standards, Gulf Organisation Standards and international conventions. They possess high detail-orientation and adhere to engineering calculations, regulations and specifications involved in engineering designs. They possess good analytical, problem solving, visualisation skills, and are able to multi-task in a fast-paced work environment.

Key Tasks

Create design drawings, schematics, layouts for feasibility, practicability, completion timeframe and create 3D models based on design specifications.

Identify relevant regulations and standards for sustainability in engineering designs while ensuring compliance with industry standards and international conventions in drawings and models.

Interpret engineering calculations for dimensioning in technical drawings to support product and system designs.

Propose modifications to design plans to reduce design risks.

Provide relevant safety information in design, manufacturing, maintenance manuals and maintain Design for safety (DFS) records of key decisions made.

Support the implementation and conduct of research for sustainable design initiatives while identifying relevant regulations and standards for sustainability in engineering designs.

Core Skills	Level
Collaboration and	Intermediate
Teamwork	Intermediate
Communication	Basic
DigitalLiteracy	Intermediate
Planning and Organizing	Intermediate
Problem Solving	Intermediate

Technical Skills
3D Modelling
Data and Statistical Analytics
Design for Safety
Engineering Drawing and Design Specifications,
Interpretation and Management
Knowledge of industry specific technologies
Occupational Safety
Project Management
Quality Management
Sustainable Engineering
Technical Writing and Presentation Skills
Technology Application















HEAD OF PRODUCT DEVELOPMENT / HEAD OF RESEARCH DEVELOPMENT

Sector: Manufacturing

Job Family: Product Development and Design

Regulator: N/A

Licensing Requirements: N/A

Job Description

The Head of Product Development directs strategic Research and Development programs for the organization, and drives the development of innovative new products, to generate and maintain commercially viable product lines and meet agreed business objectives. They drive technical learning to ensure the organization's scientific and technical leadership in the market and ensure that the research undertaken upholds the highest scientific standards to ensure compliance with Health, Safety and Environment standards. The Head of Product Development manages new product development by liaising with relevant departments to bring new and innovative products from bench-top to scale-up and commercialization phases. They endorse recommendations for product research improvements.

Key Tasks

Contribute to business continuity planning, implementation, and execution while endorsing improvement initiatives and activities.

Drive the adoption of technologies to support virtual collaboration in remote locations.

Endorse recommendations on product research improvements.

Endorse risk assessments for Research and Development related activities.

Ensure compliance with Health, Safety and Environment standards at the department level.

Liaise with relevant departments to bring new and innovated products from bench-top to scale-up and commercialization phases.

Manage department-level resources and budgets and drive departmental performance to achieve organizational qoals.

Manage Intellectual Property (IP) and patents for the commercialization of new products.

Core Skills	Level
BuildingInclusivity	Advanced
Collaboration and	Advanced
Teamwork	
Communication	Advanced
CriticalThinking	Advanced
Empathy	Advanced
Literacy	Advanced

TechnicalSkills
Applied Research and Development
Management
Budget Management
Business Continuity Management
Business Planning Management
Change Management
Continuous Improvement Management
Health, Safety and Environment Standards
Compliance
Innovation Management
Market Intelligence
Materials Qualification













Organizational Resource Management
Performance Management
Procurement Management
Product Design and Development
Technical Presentation

















Job Family: Product Development and Design

Regulator: N/A

Licensing Requirements: N/A

Job Description

The Principal Designer leads the development of conceptual, basic and detailed engineering designs based on project requirements. They lead technical feasibility reviews and engineering studies. They also approve and submit final design submissions including the basis of design, technical specifications, plans layouts, schematics and detail design. They provide expert guidance for creative and innovative design solutions. They lead the organization's safe and sustainable design initiatives and drive compliance with regulatory and legislative requirements. They manage a team of engineers and ensure efficient business operations. The Principal Designer is a key resource who advises senior management, and internal and external stakeholders on engineering matters. They are able to multi-task and may be required to travel to project locations

Key Tasks

Define areas of focus that can be analyzed using advanced methods to support research and development in design processes.

Devise process workflows to execute and approve system designs and engineering calculations.

Drive cross-team collaborations for resolution of design and engineering gaps.

Drive organizational compliance with Design for Safety regulations and ensure compliance with industry standards and international conventions.

Endorse environmentally and economically preferable product life cycle and drive continuous improvements in sustainable design initiatives.

Endorse industry standards and international conventions in technical drawings.

Formulate then validate risk management plans and risk controls to ensure compliance with organization's risk management framework.

Formulate strategies to integrate social, environmental and economic considerations in design processes.

Core Skills	Level
Collaboration and	Intermediate
Teamwork	intermediate
Communication	Intermediate
CriticalThinking	Advanced
DigitalLiteracy	Advanced
Initiative	Intermediate
Planning and Organizing	Advanced

Technical Skills
3D Modelling
Building Information Modelling Application
Civil and Structural Engineering Management
Design for Safety
Electrical Engineering Management
Engineering Drawing and Design Specifications
Engineering Drawing Interpretation and
Management
Engineering Safety Standards Interpretation
Front-End Engineering and Design
Geotechnical Engineering Management







Sustainable Engineering







Hazards and Risk Identification and
Management
Instrumentation and Control Design Engineering
Management
Mechanical Engineering Management
Quality System Management















Job Family: Product Development and Design

Regulator: N/A

Licensing Requirements: N/A

Job Description

The Principal Researcher acts as a technical advisor, providing problem-solving consultation and technical expertise in quality control, applications, scientific research and new product development. They design complex experiments in the laboratory, based on requirements of the industry, customers, and thier field of specialization. They provide technical expertise to support laboratory operations by leading troubleshooting of existing validations and preparations, and developing new methods when required. The Principal Researcher leads applied research projects to drive product innovation, and ensures that research undertaken upholds the highest scientific standards. At the organizational level, they are responsible for translating continuous improvement strategies into actionable plans for the respective relevant departments, and for driving the development of technical capabilities for the Research and Development teams.

Key Tasks

Build in-house technical capabilities for Research and Development teams.

Conduct and lead applied research studies on performance modelling, product innovation and process characterisation and analysis.

Ensure compliance with Health, Safety and Environment (HSE) standards at the department level.

Lead, design and conduct complex experiments and analysis including new analytical technologies, based on industry, customer or field of specialization requirements to support product and process development.

Lead the troubleshooting of existing validations and preparations, and develop new validation methods if required including technologies to support virtual collaboration in remote locations.

Prepare application development reports for presentation to internal and external customers.

Provide technical evaluations and recommendations for the procurement of advanced laboratory equipment and technologies.

Translate continuous improvement strategies into actionable plans including contributing to the development of business continuity plans.

Core Skills	Level
Collaboration and Teamwork	Intermediate
CriticalThinking	Advanced
DigitalLiteracy	Intermediate
Numeracy	Advanced
Planning and Organizing	Advanced
Problem Solving	Advanced

TechnicalSkills
Analytical Method Validation
Applied Research and Development
Management
Coaching and Mentorship
Continuous Improvement Management
Data and Statistical Analysis
Health, Safety and Environment (HSE) Standards Compliance













Innovation Management
Laboratory Data Reporting and Analysis
Management
Laboratory Operations Management
Materials Qualification
Non-Conformance Management
Product Design and Development
Product Testing Management
Technical Report Writing

















Job Family: **Product Development and Design**

Regulator: The Council for Regulating the Practice of Engineering Professions

Licensing Requirements: As per the ruge lator The Council for Regulating the Practice of Engineering

Profession requirements

Job Description

The Product Engineer drives the development of new products to maintain commercially viable product lines and meet the business objectives of the organization. They are responsible for delivering projects from concept to manufacturing, with a thorough understanding of the product development process and new technologies. They also engage with internal and external parties in the design and development, cost-breakdown and recommendations of new machinery and/or components. The Product Engineer coordinates with relevant departments to deliver processes and contribute to project improvement.

Key Tasks

Assess effectiveness of manufacturing processes for new products.

Create prototypes, conduct testing and analyze results to validate product designs and make necessary improvements.

Design manufacturing processes and tools to fulfil product specification requirements.

Engage in the design, development and costing of new products.

Evaluate and recommend process changes for improvements to help improve yield, quality and cycle times.

Evaluate new technology for feasibility of adoption in manufacturing processes.

Propose improvements to workplace safety and health within operations.

Provide technical guidance to peers and subordinates.

Core Skills	Level
Collaboration and Teamwork	Intermediate
Communication	Basic
DigitalLiteracy	Basic
Initiative	Basic
Numeracy	Intermediate
Problem Solving	Intermediate

Technical Skills
AdditiveManufacturing
Computer-aided Design (CAD) and Computer-
aided Manufacturing (CAM)
Continuous Process Improvement
Failure Analysis
Manufacturing Processes, Technology, and
Management
Material Joining and Welding
Metallic and Polymeric Material Characterisation
Precision Measurement
Product Development
Production Line Set-Up
Project Management
Surface Preparation and Heat Treatment
Value Analysis
Workplace Safety and Health System
Management

















Job Family: **Product Development and Design**

Regulator: N/A

Licensing Requirements: N/A

Job Description

The Researcher supports Research and Development by researching and compiling data from various sources to support the development of research proposals. They assist in performing technical laboratory-based studies, experiments, analysis and evaluations for research and development projects. In addition, they document and summarize experimental data for further review and interpretation by chemists and engineers. The Researcher contributes to new product development by supporting the process development and scale-up for new and improved products. They perform routine laboratory operations by performing basic troubleshooting and maintenance of research and development laboratory equipment, while supporting chemists and engineers with laboratory activities as required. They comply with Health, Safety and Environmental (HSE) requirements when conducting laboratory activities. In addition, they contribute to continuous improvement initiatives and activities for the laboratory.

Key Tasks

Assist in the co-creation of new products in collaboration with the technical services and application teams.

Assist in the documentation of research and development work records for both internal and external customers.

Compile and assist in performing technical laboratory-based studies, experiments, analysis and evaluations for research and development projects according to market and business needs.

Contribute and identify opportunities and activities for continuous improvement.

Document and summarize experimental data for review and interpretation by chemists/engineers.

Handle, store and transport hazardous substances and dangerous goods in accordance with Health, Safety, and Environment standards and practices.

Perform basic troubleshooting and maintenance of research and development laboratory equipment in accordance with laboratory standards.

Support process development and scale-up for new and improved products.

Core Skills	Level
Adaptability	Basic
Collaboration and Teamwork	Intermediate
Communication	Intermediate
CriticalThinking	Intermediate
Initiative	Basic
Numeracy	Intermediate

Technical Skills
Continuous Improvement Management
Data Analytics
Health, Safety, and Environment Standards
Compliance
Laboratory Data Reporting and Analysis
Management
Laboratory Equipment Maintenance and
Calibration Management
Laboratory Operations Management
Product Testing Management
Project Management
Quality Control Management













Research and Information Synthesis Sample Management

Technical Report Writing















Job Family: Product Development and Design

Regulator: N/A

Licensing Requirements: N/A

Job Description

The role of the Scientist involves experimenting and analyzing data. This includes performing complex technical studies, experiments, and evaluation to enhance processes and products. They collaborate with interdisciplinary teams, conduct research for innovation, implement quality control measures, and stay abreast of industry trends and regulations. They support the development of Intellectual Property (IP) and patents of new products to support business objectives. They make recommendations to support product research based on the analysis of experimental data. The Scientist also plays a vital role in product development and the successful transfer of new technologies into manufacturing processes.

Key Tasks

Analyze data and interpret results to improve manufacturing processes and efficiency.

Collaborate with cross-functional teams, including engineers, technicians and quality control personnel to ensure smooth operations.

Conduct experiments and research to develop new products and procedures.

Develop and implement quality control measures to ensure product consistency and compliance with industry standards.

Identify market needs and trends to inform product development strategies.

Participate in technology transfer activities to ensure successful implementation of new manufacturing processes.

Provide scientific guidance in the development and optimization of manufacturing processes and projects.

Stay current with industry regulations, guidelines and best practices.

Core Skills	Level
Collaboration and	Intermediate
Teamwork	intermediate
DigitalLiteracy	Intermediate
Initiative	Intermediate
Literacy	Advanced
Problem Solving	Advanced

Technical Skills
Applied Research and Development
Continuing Professional Development
Continuous Improvement
Data and Statistical Analysis
Laboratory Data Reporting and Analysis
Laboratory Operations Management
Materials Qualification
Technical Presentation
Workplace Safety and Health Hazard
Identification and Risk Control Management

















Job Family: **Product Development and Design**

Regulator: The Council for Regulating the Practice of Engineering Professions

Licensing Requirements: As per the regulator The Council for Regulating the Practice of Engineering

Profession requirements

Job Description

The Senior Product Engineer specializes in optimizing product design and manufacturing procedures using test setup specifications and building plans based on customer requirements for production to meet business needs. They are responsible for formulating process design strategies, test programs and setting up equipment to ensure operations meet both internal and external quality requirements. They take the lead in managing cross-functional teams and play an important role in organizational development by supporting on-the-job training and mentoring of team members. The Senior Product Engineer ensures efficiency and smooth workflow and is responsible for market research, and utilizing the results, to design new products and improve exisiting products.

Key Tasks

Collaborate and lead cross-functional teams including design, marketing, manufacturing and quality assurance for effective product development.

Develop new product manufacturing process design strategies.

Drive project timelines, deliverables and resource allocation to ensure timely and successful product launches.

Identify opportunities for process optimization, cost reduction and product performance improvement through research, analysis and innovation.

Lead the design, development and implementation of new products or enhancements to existing products.

Prepare and maintain accurate and detailed product documentation, including specifications, design files, testing reports and manufacturing instructions.

Provide technical guidance and expertise in areas such as product design, manufacturing processes, materials selection and quality assurance.

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

Technical Skills
Engineering Analysis
Learning and Development
Manufacturing and Material Qualification
Metrology Management
Operation Management
Organizational Strategizing
Product Design and Testing
Production Resource Management
Product Development
Project Management
Quality Assurance
Quality Systems Management
Regulatory Compliance
Strategic Planning













Technical Documentation

Workplace Safety and Health System Management















Job Family: Product Development and Design

Regulator: N/A

Licensing Requirements: N/A

Job Description

The Senior Scientist supervises activites related to experimenting and analyzing data to maintain and enhance manufacturing processes, collaborating with interdisciplinary teams, implementing quality control measures, and staying abreast of industry trends and regulations. The Senior Scientist also plays a vital role in overseeing product development and the adoption of new technologies into manufacturing processes. They ensure compliance with Health, Safety, and Environment standards. The Senior Scientists manage their team and provide scientific and technical guidance on their projects, which includes the effective planning of project milestones and deliverables. They evaluate research objectives and proposals for new product innovation and design experiments according to market and business needs. The Senior Scientists manage new product development by evaluating new product specifications for production scale-up, validating process development and scale-ups for new and improved products, and developing Intellectual Property (IP) and patents of new products for business objectives.

Key Tasks

Develop Intellectual Property and patents of new products for business objectives in compliance to Intellectual Property and patent rights.

Ensure risk assessments are conducted and control measures are implemented in compliance with Health, Safety, and Environment Standards.

Evaluate research objectives and proposals for new product innovation including new technologies and research techniques.

Lead and review scientific and technical guidance and supervision to the research and development team on their projects.

Lead the co-creation of new products in collaboration with relevant teams and evaluate product specifications for production scale-up.

Maintain up-to-date knowledge of market requirements and scientific and technological developments within the industry.

Manage and design innovation, experiments, new technology, materials or ingredients-related research projects according to market and business needs.

Validate continuous improvement initiatives and activities including process development for new and improved products as well as manufacturing processes.

Core Skills	Level
Collaboration and Teamwork	Advanced
CriticalThinking	Intermediate
DigitalLiteracy	Intermediate

Technical Skills
Applied Research and Development
Management
Continuous Improvement Management
Data and Statistical Analysis













Initiative	Advanced
Numeracy	Advanced
Problem Solving	Advanced

Health, Safety, and Environment Standards
Compliance
Innovation Management
Laboratory Data Reporting and Analysis
Management
Laboratory Equipment Maintenance and
Calibration Management
Laboratory Operations Management
Materials Qualification
Process and product Management
Project Management
Quality Control Management
Sample Management
Technical Report Writing
Training, Coaching and Assessment
Management

