

Notice of Vacancy
1/2022
Appendix 3

**Requirements to the candidate for the position of
Business Support Department Head**

1. Citizenship:	Member Country Nationality.
2. Age:	Minimum 40
3. Languages:	Excellent command of English & capable of writing reports
4. Education:	<ul style="list-style-type: none"> ▪ Bachelor's degree in Accounting, Management, Business Administration. ▪ Higher levels are preferable.
5. PC skills:	<ul style="list-style-type: none"> ▪ Highly advanced computer skills
6. Readiness to travel:	<ul style="list-style-type: none"> ▪ To be adjusted according to business necessity
7. Work experience:	<ul style="list-style-type: none"> ▪ Minimum of <u>15 Years of Diversified Experience</u> in accounting, payment and both Employee Relations and Training, 6 of them in a managerial role in the oil & gas sector or relevant fields.
8. General abilities and skills:	<p><u>Knowledge, Skills & Expertise:</u></p> <ul style="list-style-type: none"> ▪ Requires full working knowledge of job responsibilities, Finance & Human resources practices and procedures. Strong interpersonal skills; attention to details, ability to prioritize work. <p><u>Critical Thinking and Problem Solving:</u></p> <ul style="list-style-type: none"> ▪ Identifies the highly complex problems and finds solution to complex problems. Utilizes knowledge, experience & available resources to find solutions. Make recommendations for solutions. <p><u>Communication Effectiveness:</u></p> <ul style="list-style-type: none"> ▪ Communicates & interprets policies & procedures. Writes & presents reports. Shares the information in a clear & concise manner. <p><u>Decision-making:</u></p> <ul style="list-style-type: none"> ▪ Strong decision-making skills. <p><u>Leadership skills:</u></p> <ul style="list-style-type: none"> ▪ Sets goals, influences, and leads the Business Support Department