

SSC requisition tracking system

SAE refers to Saudi, Filipino, Indian and Pakistan candidates

Eastern refers to Filipino, Indian and Pakistan candidates

REQN no.	Submittal deadline	Position	Qty Reqd	Reqn Dept	Work locn	Natl	GC	Work hrs	Vehicle type	Qualification	Experience
6376-03	2-Dec-08	Administrative Assistant	5	Eastern Region Distribution	Dammam	Eastern	8	40	None	Completion of ITC Clerical Training Program	5 yrs exp in clerical field
6386-04	9-Dec-08	Administrative Clerk I	3	ER Bulk Plant Ops Div	Dammam	SA/E	7	40	None	Completion of Clerical Training Program	4 yrs exp in clerical field
6420-03	9-Dec-08	Engineer III - Cost	1	Berri Gas Plant Engg Div	Berri GOSP	SA/E	12	48	Mid Sedan	BS in engineering plus 5 yrs exp in costing of materials, equipment, labor	BS in non-engg degree plus 8 yrs exp in cost engg for construction projects
6421-02	9-Dec-08	Materials Advisor II	1	Berri Gas Plant Engg Div	Berri GOSP	SA/E	11	48	Mid Sedan	BS degree in business admin, mats mgmt, industrial engg	5 yrs exp in material management; 2 yrs exp in plant op/maintenance
6443-03	9-Dec-08	Loss Prevention Engineer I	4	LP Planning & Techl Svcs Di	Ras Tanura	All	14	48	None	BS in Safety/Fire Engg or any engineering field	10 yrs exp in loss prevention engineering
6445-02	9-Dec-08	Senior Geotechnician	3	Geological Techl Svcs Div	Dhahran	Saudi	10	40	None	Diploma in geological or chemical lab technology	8 yrs exp in lab operation
6447-02	26-Nov-08	Administrative Assistant	1	Groundwater Division	Dhahran	Saudi	8	40	None	Completion of Clerical Training Program	5 yrs exp in clerical field
6448-02	26-Nov-08	Statistical Assistant I	1	Southern Area Lab Division	Abqaiq	SA/E	8	40	None	Completion of Clerical Training Program	5 yrs exp in statistical or clerical field
6460-02	27-Nov-08	Administrative Assistant	1	Offshore Drilling Dept	Dhahran	Saudi	8	40	None	Completion of Clerical Training Program	5 yrs exp in clerical field
6461-02	9-Dec-08	Engineer II	1	Technical Support Division	Dhahran	All	13	48	None	BS in Mechanical Engineering	7 yrs in mechanical engineering
6462-02	9-Dec-08	Engineer II - Civil	1	Mechl & Civil Engg Div	Dhahran	All	13	40	None	BS in Civil Engineering	10 yrs exp in design and construction of civil engineering structures
6464-03	27-Nov-08	Inspector I	1	SA Projects Inspection Div	Dhahran	SA/E	10	48	4x4 GPTV	BS in engineering	8 yrs exp; 6 yrs in inspection; 2 yrs in training of inspectors
6487-02	27-Nov-08	Administrative Assistant	3	OSP&SD Planning & Prog G	Dhahran	SA/E	8	40	None	Completion of Clerical Training Program	5 yrs secretarial experience
6566-03	9-Dec-08	Planning and Programs Analyst III	2	Planning & Support Div	Abqaiq	SA/E	11	40	None	BS in engineering plus 4 yrs exp in management of op costs, budgets, etc	BS in non-engg plus 5 yrs exp in cost control, budgets, etc
6567-02	9-Dec-08	Business Systems Analyst IV	1	Planning & Support Div	Abqaiq	SA/E	11	40	None	BS in engg, comp sci, MIS, or physical sciences	3 yrs in computer systems analysis, sys engg, programming
6583-03	9-Dec-08	Systems Designer III MIS	1	SCM Process & Procedures	Dhahran	SA/E	11	40	None	BS in Industrial Engg or Computer Science	3 yrs exp in system design engineering
6585-02	9-Dec-08	Planning and Programs Analyst III	1	Planning and Support Div	Dhahran	SA/E	11	40	None	BS in engineering plus 4 yrs exp in management of op costs, budgets, etc	BS in non-engg plus 5 yrs exp in cost control, budgets, etc
6660-02	1-Dec-08	Administrative Clerk I	1	Process Instrumentation Div	Dhahran	Saudi	7	40	None	Completion of Clerical Training Program	4 yrs exp in clerical field
6661-03	9-Dec-08	Water Well Repairman I	1	Water Well Drilling & Maint D	Abqaiq	SA/E	9	48	4x4 GPTV	High school	7 yrs exp in water well related activities; able to operate equipment for water well maintenance; mechanical technician
6702-02	11-Dec-08	Assistant Engineer I	1	Pipeline Technical Support D	Dhahran	Saudi	10	40	Full 4x4 PU	2 yrs engg degree	4 yrs exp; familiar with P&ID alignment sheets and isometric drawings
6753-02	27-Nov-08	Technical Clerk Engineering	1	Manufacturing Facility Plann	Dhahran	SA/E	8	40	None	Completion of Clerical Training Program	4 yrs in engg sys on statistical, technical and admin functions
6754-02	27-Nov-08	Administrative Clerk II	1	Manufacturing Facility Plann	Dhahran	Saudi	6	40	None	Completion of Clerical Training Program	3 yrs exp in clerical field; typing speed of 25wpm
6773-02	18-Dec-08	Administrative Clerk I	1	Process Control Div	Dhahran	SA/E	7	40	None	Completion of Clerical Training Program	4 yrs in clerical field
6777-03	13-Dec-08	Supervising Recreation Leader	1	Jeddah Community Services	Jeddah	SA/E	9	48	None	Completion of Clerical Training Program	8 yrs exp in supervising sports and recreation facilities
6889-02	13-Dec-08	Technical Clerk Engineering	1	Administrative Staff Group	Dhahran	SA/E	8	40	None	Completion of Clerical Training Program	4 yrs exp in clerical field
6924-04	24-Nov-08	Cost Engineer II	1	Residential Buildings & Fac	Thuwal	SA/E	13	48	Mid Sedan	BS in Engg, Construction Mgmt, Economics, Business Admin or Acctg	7 yrs exp in cost engg; 10 yrs for non-engg
6925-03	1-Dec-08	Administrative Clerk I	1	Downstream Process Engg D	Dhahran	SA/E	7	40	None	Completion of Clerical Training Program	4 yrs exp in clerical field
6926-02	25-Nov-08	Staff Analyst Planning and Programs	1	Central Area Transportation	Dhahran	SA/E	10	40	None	BS in Accounting or Finance	4 yrs in accounting, planning, statistical or clerical field
6998-02	27-Nov-08	Technical Clerk Engineering	1	Project Support and Coordin	Berri GOSP	Saudi	8	48	None	Completion of Clerical Training Program	4 yrs in statistical, technical or administrative function
6999-03	9-Dec-08	Engineer II - Electrical	1	Refinery Engineering Div	Riyadh	SA/E	13	48	Mid Sedan	BS in Electrical or Communications Engineering	7 yrs exp Gaitronics paging system, power distribution, electrical substation equipment
7000-03	9-Dec-08	Engineer III	1	Refinery Engineering Div	Riyadh	SA/E	12	48	Compact Sed	BS in Engineering	5 yrs in planning, forecasting, procurement, administration of project
7001-03	9-Dec-08	Engineer IV - QA/QC	1	Refinery Engineering Div	Riyadh	SA/E	11	48	Compact Sed	BS in Engineering	5 yrs in QAQC planning, materials, construction, inspection
7006-02	28-Nov-08	Engineer IV - Mechanical	1	Jeddah Community Services	Jeddah	SA/E	11	48	4x2 Pickup	BS in Mechanical Engineering	4 yrs exp in Mechanical engineering work

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7007-02	29-Nov-08	Maintenance Engineer III	1	Jeddah Community Services	Jeddah	SA/E	12	48	Mid Sedan	BS in Electrical Engineering	5 yrs exp in electrical engineering in an oil & gas industry
7008-02	29-Nov-08	Engineer IV - Civil	1	Jeddah Community Services	Jeddah	SA/E	11	48	Mid Sedan	BS in Civil Engineering	4 yrs exp in Civil engineering, design and construction
7015-04	2-Dec-08	Materials Controlman II	10	Drilling Rig Support Div	Dhahran	Saudi	7	40	None	Completion of Clerical Training Program	4 yrs in material support work
7157-03	24-Nov-08	Senior ITC Teacher	4	Professional Training Div	Dhahran	SA/E	12	40	None	BA or BS in English	6 yrs in teaching exp in English
7489-02	9-Dec-08	Supervising Operator II O/G Ops	2	Abqaiq Pipelines Div	Abqaiq	Saudi	9	40	None	Completion of ITC Course	6 yrs exp as Operator for oil and gas
7547-02	16-Dec-08	Business Systems Analyst I	1	E&P Continuing Excellence	Dhahran	SA/E	14	40	None	BS in engineering, business admin, CompSci, MIS or physical sciences	10 yrs exp in computer systems analysis or sys engineering
7548-02	16-Dec-08	Business Systems Analyst II	1	E&P Continuing Excellence	Dhahran	SA/E	13	40	None	BS in engineering, business admin, CompSci, MIS or physical sciences	7 yrs exp in computer systems analysis or sys engineering
7739-02	2-Dec-08	Technical Writer Med Org	1	General Med Relations Div	Dhahran	SA/E	10	48	None	BS or BA in Journalism	5 yrs exp in health education, preventive maintenance, comparable program
7740-02	2-Dec-08	Technical Writer Med Org	1	General Med Relations Div	Dhahran	SA/E	10	48	None	BS or BA in Journalism	5 yrs exp in health education, preventive maintenance, comparable program
7800-01	9-Dec-08	Administrative Clerk I	1	E/W Planning and Programs	Dhahran	Saudi	7	40	None	Completion of ITC Course	4 yrs exp in clerical field
7830-01	11-Dec-08	Clinic Scheduler II	8	Dhahran Outpatient Scheduling	Dhahran	Saudi	7	40	None	Completion of ITC Course	4 yrs exp in hospital office; 3 yrs with Aramco
7836-01	12-Dec-08	Industrial Skills Trainer I - Engineering	1	NA Industrial Training Div	Ras Tanura	SA/E	11	40	None	BS in Vocational/Academic Education or Engg	4 yrs exp in training or vocational/academic education
7844-01	15-Dec-08	Electronics Technician I	1	Security Systems Maint Div	Ras Tanura	SA/E	10	40	None	Completion of ITC Course	8 yrs exp as electronics technician
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