

### **Job Specification:**

Program Development & Evaluation Analyst shall:

* + - Monitors the development and execution of routine Program Development & Evaluation projects in assigned area.
* Provides professional expertise in assigned area for major projects. Writes program objectives, establishes criteria for program evaluation, design program structure, develops instruction instruments and monitors programs.
  + - Performs research and analysis activities such as training quality.
    - Provides advice and consultation to subordinate personnel in the Division as required.
    - Prepares presentations for corporate level.
    - Researches, analysis all writes studies, rest and proposals.
    - Keep current with new developments in Saudi Aramco training trends.
    - Develop technical documents.
    - Develop curriculum for D&WO technical courses includes manuals, presentations and/or report.
    - Develop technical training materials (Illustrations picture, diagrams, drawings etc.).
    - Evaluate delivered courses to be aligned with the competency map.
    - Prepare and collect case history to be injected in relevant courses.
    - Develop training competency matrix and map for targeted D&WO jobs.

### **Qualification:**

* Bachelor Degree, Master’s Degree Desirable.
* Six (6) years’ experience in training or education in addition to three (3) years professional experience in Training Program development and evaluation.
* Minimum of ten (10) years’ experience on drilling operations offshore and onshore.
* Excellent command of oral and written English.
* Must have strong background in Drilling & Work over operation.
* Extensive D&WO operations background.
* Experience in developing training manuals and curriculum.

**Contact**

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