Competency Content
During IHRDC’s 45 years of serving the oil and gas industry, we have developed innovative learning solutions that exceed our customer’s expectations. That tradition continues with our competency content library, which represents the broadest, most comprehensive industry-standard set of competency models available in the oil and gas industry today. Whether you seek to license our standard competency models and use them off the shelf or plan to customize them for your own organization, this database of competency models is the best place to start!

In addition to the IHRDC competency models, IHRDC also built models for the Society of Petroleum Engineers (SPE) and Society of Exploration Geophysicists (SEG), and, as the owner of their intellectual property, IHRDC can license these models for use within your organization. Finally, IHRDC has aligned a selection of our models to the Scottish Qualifications Authority (SQA) standards, which enable candidates, when assessed by a qualified assessor to receive a Scottish Vocational Qualification. We believe these industry affiliations and qualifications will add significant value in helping our clients’ meet their competency objectives.
Our Methodology

PROJECT PLANNING AND PROCESS DESIGN

IHRDC initiates the engagement process with the planning and design phase where we identify our client’s strategic goals and learn about our client’s culture and workforce objectives. During this phase we create the work plan, design an integrated competency management approach, assign resources, and develop a communication strategy.

JOB ANALYSIS AND COMPETENCY MODEL DEVELOPMENT

IHRDC’s competency specialists work in partnership with our client’s technical leaders to perform a job analysis of current positions by reviewing relevant information pertaining to the job, including: existing competency models, job descriptions, equipment lists, process descriptions, operating manuals, and information from job interviews with supervisors and job incumbents. Utilizing IHRDC’s Competency Library, our specialists build and customize job-specific competency models and match training resources to each competency unit.

ASSESSMENT

IHRDC’s competency assessment process typically is a three-step process that includes an employee Self-Assessment, Supervisor Assessment, and Qualified Assessor Assessment or Verification. It is designed to involve employees so they understand how the process works; ensure supervisors, who are in the best position to assess the employee, give input; allow a qualified assessor to provide an objective third opinion and help normalize statistical variance across the organization. At each assessment step, users can upload evidence and comments to assure and substantiate an individual’s competence level.

LEARNING AND DEVELOPMENT

After an employee is assessed and skills gaps identified, a customized individual Learning Plan is developed and implemented to close identified gaps. Each Learning Plan, accessed through CMS Online, contains a combination of actionable learning methods, including e-Learning, classroom, workshop, on-the-job training (OJT), and coaching. Once an employee learns the new skills and applies them to the job, they are re-assessed to ensure gaps are closed and, subsequently, their competency profiles are updated to close the gap.
An IHRDC Job Competency Model (JCM) is composed of twenty-five to forty Competency Units (CUs). IHRDC’s methodology in designing our industry-standard Job Competency Models is in line with trends towards smaller competency models, which enable easier, more efficient assessments. We are committed to providing JCMs that respond to organizational needs, yet do not sacrifice quality for brevity. As such, our strategy when developing our JCMs is to focus on functional (i.e., discipline-specific) Competency Units - the core skills and knowledge that indicate a successful employee.

On the following pages, you will see a full list of all IHRDC industry-standard JCMs, divided into categories: E&P Technical, Operations & Maintenance and Business & Common. Below you can see a sample competency model for a Drilling Engineer and, on the page that follows, a sample competency definition for the Competency Directional and Horizontal Drilling.

Sample: Drilling Engineer

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<td><strong>Directional and Horizontal Drilling</strong></td>
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<td>Drilling Bits</td>
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<td>Wellsite Geological Operations</td>
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<td>Well Programming and Drilling Procedures</td>
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<td>Well Suspension and Abandonment</td>
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<td>Library: Formations and Log Analysis</td>
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<td>Petrophysics and Log Analysis</td>
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<td>Cement and Casing Evaluation using Well Logs</td>
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<td>Library: CORE</td>
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<td>Health and Safety (Non-industrial Areas)</td>
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<td>Health and Safety (Office Environment)</td>
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<td>Core HSE</td>
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<td>Company HSE Policy</td>
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<td>Logistics Coordination</td>
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Competency Unit Definitions

Each Competency Unit (CU) contains a series of specific statements covering four levels of proficiency, which have been defined based on international standards. These statements describe the knowledge, responsibilities, tasks and skills required to demonstrate competence within each topic. We follow Bloom’s taxonomy of verbs in writing all our competency units and would be happy to provide additional information on IHRDC’s competency unit writing standards upon request. A brief description for each IHRDC proficiency level is described in the following table, with a sample CU below.

### Level 1: Awareness
- Has general awareness of the knowledge, skill or procedure and its application.

### Level 2: Basic Application
- Completes routine tasks under supervision; has broad knowledge of principles and applications.

### Level 3: Skilled Application
- Completes complex tasks without supervision; has detailed knowledge of principles and applications.

### Level 4: Mastery
- Has full understanding of the principles and practices; develops and transfers knowledge.

#### Sample: Directional and Horizontal Drilling

<table>
<thead>
<tr>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
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<tbody>
<tr>
<td>Awareness</td>
<td>Basic Application</td>
<td>Skilled Application</td>
<td>Mastery</td>
</tr>
<tr>
<td>• List the reasons for controlling borehole deviation in non-directional wells, and describe the tools and methods that are used for this purpose.</td>
<td>• Under supervision, make decisions regarding tools and techniques for controlling wellbore deviation.</td>
<td>• Design the well trajectory and specify the appropriate deviation control and directional drilling tools.</td>
<td>• Lead and supervise directional well projects.</td>
</tr>
<tr>
<td>• List the reasons for drilling a well horizontally or directionally.</td>
<td>• Monitor drilling operations to ensure that well is following desired trajectory.</td>
<td>• Design the suitable deviation mechanism and plan for corrections in the well course.</td>
<td>• Recommend changes in the deviation control and directional programs, and handle contingencies related to directional, horizontal and multilateral well operations.</td>
</tr>
<tr>
<td>• Recognize the basic directional, horizontal, extended reach and multilateral well profiles and list their areas of application.</td>
<td>• Work as part of a team to recommend a directional well profile.</td>
<td>• Design horizontal and multilateral wells.</td>
<td>• Review all directional drilling policies and procedures and recommend modifications as necessary.</td>
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<tr>
<td>• Discuss directional and horizontal drilling guidelines set forth in company policies and procedures.</td>
<td>• Plan and execute well trajectory in accordance with best industry practices and as set forth in company policies and procedures.</td>
<td>• Ensure that well trajectory is planned and executed in accordance with best industry practices and as set forth in company policies and procedures.</td>
<td>Document industry best practices and case studies.</td>
</tr>
<tr>
<td>• Describe the basic functions of directional drilling software applications.</td>
<td>• Use software applications for directional well design.</td>
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</tbody>
</table>
E&P Technical Competency Models

SEG AND SPE COMPETENCY MODELS
IHRDC has worked with the Society of Exploration Geophysicists (SEG) and the Society of Petroleum Engineers (SPE) to create 51 industry-standard competency models and deliver free competency management systems for use by each of its members. These competency systems are designed to help SEG and SPE members assess their current skills, identify new learning opportunities, and manage their careers on an individual basis. Organizations can license any of the 51 industry-standard models for use in their internal systems or IHRDC’s CMS Online, from IHRDC to perform staff assessments and get a picture of their current strengths. These models focus on entry to mid-career level positions in the oil and gas industry and can be customized for each organization. The SEG and the SPE competency models were built using the IHRDC competency models as the foundation, and then reviewed with SEG and SPE industry experts.

SEG UPSTREAM
Acquisition R&D Geophysicist
Environmental Geophysicist
Non-Seismic Geophysicist
Quantitative Seismic Interpreter
Seismic Interpreter
Engineering Geophysicist

SPE UPSTREAM

PRODUCTION ENGINEERING AND OPERATIONS
Production Manager
Operations Superintendent
Senior Production Engineer
Production Engineer
Field Operations Engineer
Well Engineering Manager
Senior Drilling Engineer
Senior Completion and Well Intervention Engineer
Drilling Engineer
Completion and Well Intervention Engineer

PROJECT AND FACILITIES ENGINEERING
Facilities and Projects Manager
Project Manager
Senior Facilities Engineer
Facilities Engineer
Project Engineer

HEALTH, SAFETY AND ENVIRONMENT (HSE)
HSE Manager
Senior Health Specialist
Senior Safety Specialist
Senior Environment Specialist
Health Specialist
Safety Specialist
Environmental Specialist

SUBSURFACE
Subsurface Manager
Senior Reservoir Engineer
Senior Geologist
Senior Geophysicist
Senior Petrophysicist
Reservoir Engineer
Geologist
Geophysicist
Petrophysicist

BUSINESS DEVELOPMENT (SERVICE COMPANIES, CONTRACTORS)
Business Development Manager- EPC Contractor
Account Manager- Drilling Contractor
Account Manager- Integrated Service Company

BUSINESS DEVELOPMENT (OPERATING COMPANIES)
Business Development Manager
Business Development Analyst

SUPPLY CHAIN
Supply Chain Manager
Supply Chain Analyst

ENGINEERING- ENTRY LEVEL
Subsurface Engineer
Facilities and Process Engineer
Well Engineer
DRILLING
Drilling Manager
Drilling Operations Supervisor
Drilling Engineering Supervisor
Senior Drilling Engineer
Drilling Engineer
Drilling Supervisor

ENGINEERING PROJECTS AND DESIGN
Engineering Manager
Civil/Structural Engineer (Offshore)
Civil/Structural Engineer (Onshore)
Instrument Engineer
Mechanical Engineer
Process Engineer
Electrical Engineer

FACILITIES AND PROJECT ENGINEERING
Facility Planning Superintendent
Facilities Engineer
Planning Engineer
Project Engineer

EXPLORATION GEOSCIENCE
Exploration Geoscience Manager
Exploration Geology Advisor
Exploration Geophysics Advisor
Exploration Team Leader
Lead Exploration Geologist
Senior Exploration Geologist
Exploration Geologist
Lead Exploration Geophysicist
Senior Exploration Geophysicist
Exploration Geophysicist

DEVELOPMENT GEOSCIENCE
Development Geoscience Manager
Development Geology Advisor
Development Geophysics Advisor
Development Team Leader
Lead Development Geologist
Senior Development Geologist
Development Geologist
Lead Development Geophysicist
Senior Development Geophysicist
Development Geophysicist

OPERATIONS GEOSCIENCE
Operations Geoscience Manager
Operations Geology Advisor
Operations Geophysics Advisor
Operations Geologist
Lead Operations Geologist
Senior Operations Geologist
Wellsite Geologist
Lead Operations Geophysicist
Senior Operations Geophysicist
Operations Geophysicist
Senior Petrophysicist
Petrophysicist
Hydrogeologist
Mud Logger
Formation Pressure Engineer

PRODUCTION ENGINEERING
Production Engineering Manager
Senior Production Engineer
Production Engineer

QUALITY ASSURANCE AND QUALITY CONTROL
Quality Control Manager
Senior QA/QC Engineer
Quality Control Engineer
Quality Assurance Engineer

RESERVOIR ENGINEERING
Reservoir Engineering Manager
Senior Reservoir Engineer
Reservoir Engineer

WELL COMPLETION AND INTERVENTION
Manager
Well Completion Supervisor
Well Intervention Supervisor
Senior Well Completion Engineer
Senior Well Intervention Engineer
Well Completion Engineer
Well Intervention Engineer

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<th>E&amp;P TECHNICAL</th>
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<td>Unconventional Resources</td>
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Operations & Maintenance Competency Models

DRILLING CONTRACTOR
Offshore Installation Manager (OIM)
Tourpusher
Driller
Assistant Driller
OAC Assistant Driller
Pumpman
Junior Pumpman
Derrickman
Lead Roughneck
Roughneck
Platform Roustabout

ENVIRONMENT
Environmental Protection Manager
Senior Environmental Engineer
Environmental Engineer
Trainee Environmental Engineer

MAINTENANCE ELECTRICAL
Electrical Supervisor
Electrical Senior Technician
Electrical Technician
Power and Distribution Senior Technician
Power and Distribution Technician

MAINTENANCE ENGINEERING
Mechanical Engineer
Rotating Equipment Engineer
Static Equipment Engineer
Electrical Engineer
Power Systems Engineer
Instrument and Control Engineer
Analyzer Engineer
Inspection Engineer
Corrosion Engineer

MAINTENANCE INSTRUMENT AND CONTROL
Analyzer Senior Technician
Instrument and Control Technician
Instrument and Control Senior Technician
Instrument and Control Supervisor

MAINTENANCE MECHANICAL
Mechanical Supervisor
Static Equipment Technician
Static Equipment Senior Technician
Rotating Equipment Technician
Rotating Equipment Senior Technician
Mechanical Technician
Mechanical Senior Technician

MAINTENANCE OFFSHORE
Maintenance Supervisor Offshore
Mechanical Senior Technician Offshore
Mechanical Technician Offshore
Electrical Senior Technician Offshore
Electrical Technician Offshore
Instrument and Control Senior Technician Offshore
Instrument and Control Technician Offshore

MAINTENANCE PLANNING AND TURNAROUND
Maintenance Turnaround Engineer
Maintenance Planning Engineer
Maintenance Planner
Predictive Maintenance Engineer
Contracts Engineer

OCCUPATIONAL HEALTH
Occupational Health Manager
Senior Occupational Health Specialist
Occupational Health Specialist
Occupational Health Trainee
OPERATIONS GAS
Control Room Operator Gas Production
Operator Gas Production
Senior Operator Gas Production
Operations Supervisor Gas Production

OPERATIONS LABORATORY
Laboratory Technician

OPERATIONS LNG
Operations Supervisor LNG Production
Senior Operator LNG Production
Operator LNG Production
Control Room Operator LNG Production
Operations Supervisor Inlet Receiving LNG
Senior Operator Inlet Receiving LNG
Operator Inlet Receiving LNG
Operations Supervisor LNG Storage and Loading
Senior Operator LNG Storage and Loading
Operator LNG Storage and Loading
Control Room Operator Storage and Loading LNG

OPERATIONS MANAGEMENT
Operations Group Manager
Operations Manager
Maintenance Manager
Offshore Installations Manager (OIM)
Operations Superintendent
Maintenance Superintendent

OPERATIONS OFFSHORE
Operations Supervisor Offshore Oil Production
Senior Operator Offshore Oil Production
Operator Offshore Oil Production
Control Room Operator Offshore Oil Production
Operation Supervisor Offshore Gas Production
Senior Operator Offshore Gas Production
Operator Offshore Gas Production
Control Room Operator Offshore Gas Production
Radio Operator

OPERATIONS OIL
Operations Supervisor Oil Production
Senior Operator Oil Production
Operator Oil Production
Control Room Operator Oil Production

OPERATIONS PIPELINES
Operator Pipelines
Control Room Operator Pipelines
Operations Supervisor Pipelines
Senior Operator Pipelines

OPERATIONS STORAGE AND LOADING
Control Room Operator Storage and Loading Oil
Operator Storage and Loading Oil
Senior Operator Storage and Loading Oil
Operations Supervisor Storage and Loading Oil

OPERATIONS UTILITIES
Control Room Operator Plant Utilities
Operator Plant Utilities
Senior Operator Plant Utilities
Operations Supervisor Plant Utilities

PETROCHEMICAL ENGINEERING
Reliability Manager
Power Distribution Technician

PETROCHEMICAL MAINTENANCE
Maintenance Supervisor
Maintenance Coordinator
Planner - Scheduler
Mechanical Maintenance Technician
Mechanical Maintenance - Millwright
Mechanical Maintenance - Pipefitters
Mechanical Maintenance - Machinist
Predictive Maintenance Analyst
Predictive Maintenance Technician

PETROCHEMICAL OPERATIONS
Production Manager
Manufacturing Expert
Operations Shift Supervisor
Shift Supervisor
Board Operator
Production Operator (Shift)

PETROCHEMICAL PROCESS CONTROL TECHNOLOGY
Process Control Technology Engineer
Process Control Technology Senior Supervisor
Process Control Technology Technician
Operations & Maintenance Competency Models

PETROCHEMICAL QUALITY, HEALTH SAFETY & ENVIRONMENT
- Quality Laboratory Supervisor
- Quality Laboratory Technician
- Industrial Hygiene Technician

REFINERY ENGINEERING
- Operations Engineer Refinery
- Process Engineer Refinery
- Project Engineer Refinery

REFINERY OPERATIONS
- General Manager, Refinery Operations
- Shift Superintendent, Refinery Operations
- Operations Supervisor Refinery
- Control Room Operator Refinery
- Operator Refinery
- Senior Operator Refinery

REFINERY OPERATIONS - HYDROCRACKING
- Operations Superintendent, Hydrocracking
- Shift Manager, Hydrocracking
- Assistant Shift Manager, Hydrocracking
- Senior Operator, Hydrocracking
- Operator, Hydrocracking

REFINERY OPERATIONS - DISTILLATION
- Operations Superintendent, Distillation
- Shift Manager, Distillation
- Assistant Shift Manager, Distillation
- Senior Operator, Distillation
- Operator, Distillation

REFINERY OPERATIONS - AROMATICS & UTILITIES
- Operations Superintendent, Aromatics & Utilities
- Shift Manager, Aromatics & Utilities
- Assistant Shift Manager, Aromatics & Utilities
- Senior Operator, Aromatics & Utilities
- Operator, Aromatics & Utilities

REFINERY OPERATIONS - OIL MOVEMENTS
- Operations Superintendent, Oil Movements
- Marine Specialist, Oil Movements
- Shift Manager, Oil Movements
- Assistant Shift Manager, Oil Movements
- Senior Operator, Oil Movements
- Operator, Oil Movements

SAFETY
- Manager Quality, Health, Safety and Environment Department
- Safety Manager
- Safety Engineer
- Senior Safety Engineer
- Trainee Safety Engineer
- Plant Safety Officer
- Offshore Safety Officer

SUBSEA
- Subsea Engineer

PETROCHEMICAL LOGISTICS
- Material Handler - Barge Dock
- Material Handler - Main Tank Farm

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<th>O&amp;M</th>
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<td>Installation of Equipment (Oil and Gas)</td>
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<td>Maintenance Drilling</td>
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<td>Maintenance Electrical</td>
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<td>Maintenance Inspection</td>
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<td>Maintenance Instrument and Control</td>
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<td>Maintenance Mechanical</td>
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<td>Maintenance Services</td>
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<td>Maintenance Workshops</td>
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<td>QHSE</td>
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<td>Refinery Operations</td>
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<td>Securities</td>
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ADMINISTRATION
Administration Manager
Administration Officer - Transport
Administration Officer - Property
Administration Officer - General
Administration Officer - Assets
Administration Assistant
Driver
Ancillary Staff

BUDGET AND CORPORATE REPORTING
Budget and Corporate Reporting - Manager
Budget and Corporate Reporting - Supervisor
Budget and Corporate Reporting - Senior Accountant
Budget and Corporate Reporting - Accountant
Budget and Corporate Reporting - Junior Accountant

BUSINESS ADMINISTRATION SUPPORT
Executive Secretary
Secretary
Executive Assistant
Administrative Assistant
Receptionist

CORPORATE AFFAIRS
Manager - Corporate Affairs Department
Public Relations Supervisor
Community Relations Manager
Community Relations Supervisor
Community Liaison Officer
Corporate Social Responsibility (CSR) Manager
Social Performance Manager
Corporate Communications Officer

COST CONTROL
Cost Control - Supervisor
Cost Controller - Office Support
Cost Controller - Logistics
Cost Controller - Drilling
Cost Controller - General and Administration

DOCUMENT CONTROL
Manager - Document Control
Lead Document Controller
Senior Document Controller
Document Controller
Junior Document Controller

FINANCE MANAGEMENT
Group Finance Controller
Finance Manager
Accounting Manager

GENERAL ACCOUNTING
General Accounting - Team Leader
General Accounting - Senior Accountant
General Accounting - Accountant
General Accounting - Junior Accountant
Payroll - Accountant
Payroll - Junior Accountant
Accounts Payable/Accounts Receivable - Team Leader
Accounts Payable/Accounts Receivable - Senior Accountant
Accounts Payable/Accounts Receivable - Accountant
Accounts Payable/Accounts Receivable - Junior Accountant

HUMAN RESOURCES
Human Resources Manager
Human Resources Business Partner Sr.
Human Resources Business Partner
Training and Development Manager
Training and Development Specialist
Compensation and Benefits Manager
Compensation and Benefits Specialist
Talent Acquisition Manager
Talent Acquisition Specialist
Human Resources Data Analyst
Organizational Development Specialist

INFORMATION TECHNOLOGY
Information Technology and Services Manager
Senior IT Systems Engineer
IT Support Engineer (Help Desk)
Senior IT Applications Engineer
IT Applications Engineer
Senior IT Telecom and Network Engineer
IT Telecom and Network Engineer
Business & Common Competency Models

INTERNAL AUDIT
Head of Internal Audit
Internal Audit Manager
Internal Audit Supervisor
Internal Audit Officer

JOINT VENTURE ACCOUNTING
Joint Venture Accounting - Supervisor
Joint Venture Accounting - Senior Accountant
Joint Venture Accounting - Accountant
Joint Venture Accounting - Junior Accountant

LEGAL
Legal Manager
Legal Advisor
General Counsel

MANAGEMENT ACCOUNTING
Management Accounting - Supervisor
Management Accounting - Senior Accountant
Management Accounting - Accountant
Management Accounting - Junior Accountant

MARKETING (CRUDE OIL)
Marketing Manager (Crude Oil)
Marketing Coordinator (Crude Oil)
Principal Marketing Officer (Crude Oil)
Senior Marketing Officer (Crude Oil)
Marketing Officer (Crude Oil)
Assistant Marketing Officer (Crude Oil)

MARKETING (NATURAL GAS)
Marketing Manager (Natural Gas)
Marketing Coordinator (Natural Gas)
Principal Marketing Officer (Natural Gas)
Senior Marketing Officer (Natural Gas)
Marketing Officer (Natural Gas)
Assistant Marketing Officer (Natural Gas)

MARKETING (OIL AND GAS)
Marketing Manager (Oil and Gas)
Marketing Coordinator (Oil and Gas)
Principal Marketing Officer (Oil and Gas)
Senior Marketing Officer (Oil and Gas)
Marketing Officer (Oil and Gas)
Assistant Marketing Officer (Oil and Gas)

POSITION CONTROL AND RISK
Senior - Position and Control Analyst
Position and Control Analyst
Senior - Risk Analyst
Risk Analyst
Senior - Market Analyst
Market Analyst
Senior - Strategist
Strategist

PRODUCTION AND REVENUE ACCOUNTING
Production and Revenue Accounting - Manager
Production and Revenue Accounting - Supervisor
Production and Revenue Accounting - Senior Accountant
Production and Revenue Accounting - Accountant
Production and Revenue Accounting - Junior Accountant

SCHEDULING MANAGEMENT AND ADMINISTRATION
Scheduling Operations Manager
Scheduling Operations Administrator
Scheduling Operations Support

SCHEDULER - CRUDE AND HEAVY PRODUCTS SCHEDULING
Lead Scheduler - Crude and Heavy Products
Senior Scheduler - Crude and Heavy Products
Scheduler - Crude and Heavy Products

SCHEDULER - NGL SCHEDULING
Lead Scheduler - NGL
Senior Scheduler - NGL
Scheduler - NGL

SCHEDULER - RENEWABLE FUELS SCHEDULING
Lead Scheduler - Renewable Fuels
Senior Scheduler - Renewable Fuels
Scheduler - Renewable Fuels

SCHEDULER - COKE SCHEDULING
Lead Scheduler - Coke
Senior Scheduler - Coke
Scheduler - Coke
SCHEDULER - SULFUR SCHEDULING
Lead Scheduler - Sulfur
Senior Scheduler - Sulfur
Scheduler - Sulfur

SCHEDULER - CLEAN PRODUCTS SCHEDULING
Lead Scheduler - Clean Products
Senior Scheduler - Clean Products
Scheduler - Clean Products

SECURITY
Security Manager
Senior Security Officer
Security Officer
Security Guard
Security Trainee

SUPPLY CHAIN CONTRACTS
Contracts - Legal and Contract Coordinator
Contracts - Senior Legal and Contract Officer
Contracts - Legal and Contract Officer
Contracts - Senior Contract and Risk Management Officer
Contracts - Contract and Risk Management Officer

SUPPLY CHAIN LOGISTICS
Logistic - Coordinator
Logistic - Specialist (Senior)
Logistics - Specialist
Logistics - Specialist (Aviation)
Logistics - Specialist (Junior)
Logistics - Material Expediter

SUPPLY CHAIN MANAGEMENT
Supply Chain - Manager

SUPPLY CHAIN MATERIALS
Materials - Coordinator
Materials and Warehouse - Superintendent
Materials - Warehouse Specialist (Senior)
Materials - Warehouse Specialist
Materials - Warehouse Specialist (Junior)

SUPPLY CHAIN PROCUREMENT
Procurement - Manager
Procurement - Team Leader
Procurement - Senior Purchasing Officer
Procurement - Purchasing Officer
Procurement - Junior Purchasing Officer

SYSTEMS AUDIT
Systems’ Audit (SA) Manager
Systems’ Audit (SA) Supervisor
Systems’ Audit (SA) Officer

TAX ACCOUNTING
Tax Accounting - Manager
Tax Accounting - Supervisor
Tax Accounting - Senior Accountant
Tax Accounting - Accountant
Tax Accounting - Junior Accountant

TREASURY
Treasury - Manager
Treasury - Senior Accountant
Treasury - Accountant
Treasury - Junior Accountant

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IHRDC was founded in 1969 with a commitment to offer international oil and gas companies excellent products and services to train and develop their workforce. In the four decades since then – from both our Boston headquarters and our offices in Houston, London, Amsterdam, Abu Dhabi, Kuala Lumpur, Jakarta, and Lagos – we have set a worldwide standard of excellence through our Instructional Programs, e-Learning and Knowledge Solutions, and Competency Management. Our offerings are used daily by thousands of industry leaders. For more information please visit www.ihrdc.com.

Our e-Learning and Knowledge Solutions provide your employees with innovative learning resources that offer accelerated, low cost, effective, and on-demand learning devoted to all functional areas of the international oil and gas industry.

- IPIMS – 1,089 courses in all areas of Upstream Technology
- Petroleum Online – 12 courses encompassing the complete oil and gas value chain
- Operations & Maintenance – 344 courses devoted to O&M, covering plant operations and maintenance
- Business Essentials – 90 MBA-level courses

Our Competency Management offers you industry-leading competency and compliance products and services that lead to a fully competent workforce.

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- CMS Online – The industry’s leading competency reporting and compliance system
- Library of Competency Models – Best-in-class resources guarantee successful outcomes

Our Instructional Programs offer you outstanding programs that teach management and petroleum business essentials using challenging business games.

- Boston Public Offerings – eleven outstanding oil and gas management certificate programs offered annually
- International Workshops – Dar Es Salaam, Delhi, Doha, Kuwait City, and London
- Private In-House Programs – We design and deliver in-house programs that meet clients’ specific needs
- Downstream Oil Programs – Effective training in the commercial aspects of the oil industry in Cambridge, Geneva, London, and Singapore

To learn more about how IHRDC can help you build a world-class workforce please visit www.ihrdc.com.
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