

Job Description for: Plng & Progs Analyst II

Jobcode Selection Dt Review Date Job Suffix O/T Class Job Grade

20003671 07/10/2007 03/01/1980 G 2 012

9000 Basic Function

GIVE BRIEF SUMMARY OF THE PRIMARY PURPOSE(S) OF THE JOB.

Provides staff assistance in departmental planning and/or program activities. This includes technical contracts, cost, budgets, accountability, performance indices, and relevant business programs.

9001 Scope

INDICATE AS APPROPRIATE SIZE, GEOGRAPHIC AREA, PLANT EQUIPMENT THROUGHPUT, ORGANIZATIONS SERVED, FINANCIAL RESPONSIBILITY, AUTHORITY, AND SUPERVISION RECEIVED, WHICH RELATE TO THE JOB.

Responsible for preparing routine and special reports, providing analysis of business-related activities, and performing special studies as required and as appropriate in the organization concerned. Provides work direction to clerical and administrative staff. Position is intended to apply in a small operating/support Department/Division, or under a Superintendent, Planning & Programs. Incumbent receives general guidance from the Department/Division Head and/or work direction from Sr. Planning & Programs Analyst. Supervision is generally limited to outline of overall objectives to be achieved, and is available as required.

9002 Principal Contacts

INCLUDE PURPOSE, FREQUENCY AND SIGNIFICANCE TO SAUDI ARAMCO.

INTERNAL: Frequent with Division Heads, other supervisors, and Departmental staff to develop information, review plans, establish accountability, and coordinate ongoing staff efforts.
EXTERNAL: Contacts with organizations such as Contracting, Accounting, C&IE, Employee Relations, Office Services and those related to the Department business activity for reporting requirements, exchange of information or to resolve problems.

9003 Principal Duties

DESCRIBE CONCISELY EACH PRINCIPAL WORK ACTIVITY LISTED IN A LOGICAL ORDER; NORMALLY, THE ORDER WILL BE TO LIST THE MOST IMPORTANT DUTY FIRST. INCLUDE IMPORTANT DECISIONS AND RECOMMENDATIONS MADE, IF APPLICABLE. FOR SINGLE APPLICATION JOBS INDICATE APPROXIMATE PERCENT OF TIME SPENT ACCOUNTING FOR AT LEAST 75% OF TOTAL TIME. START SENTENCES WITH ACTION VERBS. PLEASE INDICATE THE PERCENTAGE OF TIME AGAINST EACH PRINCIPAL DUTY.

Duties outlined below are representative but not inclusive.

- A. Coordinate the preparation of routine or special reports for department management review and approval.
- B. Works with corporate group in maintaining an overall management information system to assist department head/division heads in keeping operations, manpower, and financial budgets within established programs and standards.
- C. Conducts studies relating to productivity and effective

utilization of funds and resources or other areas of concern.

D. Develops cost control measures required to meet cost/schedule/program objectives.

E. Provides and records operations performance data with particular emphasis on portrayal of trends.

F. Conducts special studies assigned.

G. Provides for the development and maintenance of statistical reports, visual presentations and others for management purposes.

H. Solves problems and handles other matters such as those related to operations, personnel administration or emergency needs as assigned.

9004 Minimum Requirements

A- EDUCATION - DEGREES AND/OR LICENSES REQUIRED; B- PREREQUISTE WORK EXPERIENCE IN ADDITION TO EDUCATION; C- OTHER.

A/B. Bachelor's Degree in Engineering. Six (6) years' experience in management of operating costs, budgets, or related activities, including three (3) years' experience in SAO. (Saudi Aramco) OR

Bachelor's Degree in Business Administration, Accounting, or Financial Management. Eight (8) years' experience in cost control, budgets, or related activities, including three (3) years' experience in SAO.

C. Excellent command of oral and written English.

D. Thorough working knowledge of operating area of assigned department. Must have ability to perform statistical and problem analyses while working under time constraints, and have working knowledge of applicable EDP systems and programs.