



HUMAN RESOURCES SERVICES

Our Expertise

- Technical Competencies
- Professional Career Ladders
- HR Policies and Procedures
- Competency Frameworks
- Development Programmes
- Job Performance Profiles
- Support for Emiratisation
- Training Catalogues
- Competency Assurance
- HR Handbooks
- Job Descriptions
- Process and Control Training Manuals
- Mentoring and Coaching

Pacific is a professional services firm licensed in Abu Dhabi, UAE.

Since 2000, we have supported the public and private sectors in the UAE, Qatar and Oman.





HR SERVICES

your benefits at a glance

pacific

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Defined competencies for positions such as engineer, architect, operator and technician

TECHNICAL COMPETENCIES

Policies, frameworks and structured methods for the career advancement of professional staff

PROFESSIONAL CAREER LADDERS

Concise, company-specific policies, procedures, forms and flowcharts, complying with applicable regulatory and legal requirements

HR POLICIES AND PROCEDURES

Skills and knowledge required for HSE, business, job-specific and managerial / behavioral roles and responsibilities

COMPETENCY FRAMEWORKS

Structured methods for ensuring that staff are developed to take up target positions

DEVELOPMENT PROGRAMMES

Essential references for recruitment, appraisal, development and performance management

JOB PERFORMANCE PROFILES

Policies, tools and methods for developing and engaging national employees

SUPPORT FOR EMIRATISATION

Training courses defined for each position, according to competency achievement criteria; course content outlines with target groups

TRAINING CATALOGUES

Methods and frameworks for developing and implementing competency frameworks

COMPETENCY ASSURANCE

References containing essential information about HR policies and procedures

HR HANDBOOKS

Descriptions prepared to standard templates

JOB DESCRIPTIONS

Manuals for new joiners and other staff, explaining all plant processes, equipment, control schemes, tag numbers and other details

PROCESS AND CONTROL TRAINING MANUALS

Policies, methods and guidance for setting up and implementing mentoring and coaching programmes

MENTORING AND COACHING

COMPETENCY
Management Guidelines

PERFORMANCE

TEACH others to do
DO with help
DO with less help
ASK others to do

Receive
Assess
Apply

3.2.2.1. Competency Framework Components
A competency framework is a management tool designed to help employees to develop their functional (job knowledge and skills)

COMPENSATION AND BENEFITS Policy and Procedure 1.0

3.6.3. Other allowance (provides monetary support related to expenses, such as transportation, utilities and telephone costs).
3.6.4. UAE National child allowance
3.6.5. UAE social allowance
3.7. Annual allowances includes: airfare, furniture and recreation
3.7.1. When approved by the Shareholders, an annual bonus is awarded to eligible employees based on individual, business unit and company performance.
3.8. One-time payment: settling in payment and repatriation
3.9. Reimbursements: children's education and resident visa

Table 1.0 - Compensation and Benefits Structure

Allowances	Payment Frequency
Basic salary	Monthly
Housing	Monthly
Other allowance	Monthly
UAE Social allowance	Monthly
UAE Child allowance	Monthly
UAE Child allowance (After (after completion of probation and pro-rated))	Annually
Furniture (after completion of probation and pro-rated)	Annually

Human Resources & Administration Department

JOB DESCRIPTION: DOCUMENT CONTROLLER

Rev. No.: 0 Effective Date: 10-Oct-2015 Ref. No.: NI-HR-REF-003

Description and Accountabilities

Position: Document Controller
Reports to: Administration Manager
Direct Reports: Document Controller

Key Accountabilities:

- Assist Senior Document Controller in his duties
- Manage Corporation's documents receipt
- Ensure that incoming correspondence / documents are assigned an internal reference number and this number is entered into the appropriate register.
- Ensure transmittal of controlled document distribution list.
- Manage review of documents and ensure acknowledgment.
- Ensure that controlled documents distribution list.
- Ensure filing of documents in the appropriate folders or data are safe and easy to retrieve.
- Ensure that filing of all documentation is in accordance with the document control procedure.
- Control reference to each document generated.

Job Performance Profile

1.4 Introduction to U-415

1.4.1 Summary

Purpose of U-415: The purpose of U-415 is to provide the design basis for the U-415 chemical from gas oil as feed for U-415.

5. Business Competencies

5.1 Company Policies, Procedures and Regulations
Knows, understands and complies with Company policies, procedures and departmental objectives.

5.2 Company Operating and Working Cycles
Knows knowledge of Company in own work.

5.3 Knowledge of Departmental Objectives and KPIs
Demonstrates an understanding of the Department at the organizational and individual levels. Understands individual roles and responsibilities in the context of Department objectives and KPIs.

6. HSE Competencies

6.1 Company HSE&F Policies and Procedures
Knows, understands and complies with Company HSE&F policies, procedures and departmental objectives.

Critical Positions Competency and Training Catalogue

Competency	Performance Standard
1 Core Competencies	
1.1 Supervision and control	Direct, supervise and control. Ensure KPI targets and result. Delegate responsibility to Eng available for development.
1.2 Policy and procedure review and amendment	Review section policies and recommend changes / improvements.
1.3 Design & specification for civil engineering	Knowledge of stages of civil engineering. Prepare estimates, contractor Prepare Statement of Requirement. Ensure statements provide all. Any licensed packages checked. Evaluate and confirm feasibility specifications and process control.

Before joining

To make sure that you can start work smoothly, before coming to Company you need to:

- Read through your employment contract
- Read through your Business Partner Guide included in this Welcome Pack
- Confirming your joining date
- Confirming your relocation procedure with HR
- Have all the documents required
- Read the Living in the Country document included in this Welcome Pack

Your employment contract

INFORMATION IN YOUR EMPLOYMENT CONTRACT

The group
Business unit/company
Department and line manager's name
Position
Salary and benefits
Working hours and travel
Insurance
Contract terms and conditions

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