

PETROLEUM ENGINEERING ASSISTANT IKind of Work

Routine work of a technical nature involving the collation, compilation and presentation of statistical data relating to the Petroleum Industry.

Distinguishing Features of Work

An employee in this class provides information relating to the exploration, exploitation, production and development of the nation's petroleum resources. Work involves the collation, compilation and presentation of related statistical data. The employee is also required to prepare information for input into the Ministry's computerised and micro-film data storage systems. Assignments are received both verbally and in writing from a superior and work is reviewed for accuracy and conformity with established standards.

Examples of Work

Collates and compiles statistics from data submitted by Oil Companies, relating to quality and/or quantity of gas, water and oil produced and marketed, production history of individual oil or gas wells, oilfields and oil companies and the location of new or proposed wells

Presents statistics in graphic and tabular forms.

Prepares information for input into the computer storage system.

Performs duties relating to the micro-filming of files for the maintenance of the micro-film information system.

Performs related work as may be required.

Required Knowledges, Skills and Abilities

Some knowledge of the principles and practices employed in the field of statistics.

Some knowledge of the operations of the petroleum industry.

Ability to collate, compile and present statistical data in tabular and graphical forms.

Ability to present simple technical reports both orally and in writing.

Ability to make arithmetical computations with speed and accuracy.

Ability to use calculators and simple data input devices for computerising of information.

Ability to operate micro-film camera and other equipment used in the Data Storage System.

Ability to establish and maintain effective working relationships with superiors and other employees.

Minimum Experience and Training

Some experience in work of a statistical nature and training as evidenced by the possession of a General Certificate of Education, Ordinary Level or its equivalent, with passes in five subjects which must include English Language, Mathematics, Physics and/or Chemistry or any equivalent combination of experience and training.

