



CAREER

THE MAGAZINE OF QATAR CAREER FAIR

YOUR FUTURE IN YOUR HANDS



**THE STEP-BY-STEP GUIDE TO SHAPING YOUR CAREER.
RELEASE YOUR POTENTIAL AND MEET QATAR'S NEEDS.**



معرض قطر المهني

مستقبلك بين يديك
YOUR FUTURE IN YOUR HANDS

Member of Qatar Foundation

اكتب الفصل القادم من نجاح قطر

Write the next chapter of Qatar's success

www.qatarcareerfair.com.qa



ABDULLA AL MANSOORI
DIRECTOR
QATAR CAREER FAIR

When Qatar Career Fair was first created seven years ago, few could have imagined how the resulting event, and its associated programs, would change the way career planning and development is viewed within the country.

Visitors to the first event were aware of the career concept and their responsibility to contribute to the country's labor market sustainably, but they were not entirely sure how to take this forward. Meanwhile, exhibiting stakeholders participated only with the recruitment opportunities they could offer to young people.

Nowadays, exhibitors' representatives are required to attend a workshop in preparation for the event, and organizations have to list their opportunities, particularly those of sponsorship and training, in advance of the fair. This enables visitors to plan their time and prepare by targeting four or five organizations that match the objectives of their own career plans.

From day one, it was always an objective to accomplish the human development pillar within Qatar National Vision 2030. By putting this goal at the forefront, a dynamic and changing event has been formed from that initially conceived by Qatar Foundation, Qatar Petroleum, and Qatar University. Importantly, Qatar Career Fair has established a year-round program of activities to support young people aged 16 to 26 while they are at that

critical stage of their life, planning their degree and preparing to enter the labor market. At our first career camp, hosted in the summer of 2013, young people undertook intensive workshop sessions to help improve their competence in career planning. A lecture series was also hosted covering topics specific to the workplace.

Alongside unlocking the potential of young people, we are also targeting those parties who seek to help develop youth during this period – that is, parents, schools, advisors, employers, institutions, and the media – by providing continuity and quality in the career guidance available. The aim is to create a practitioners' society in career guidance within the country, and work is currently underway with one of the leading international career planning companies, to create a benchmarked Career Advisor Training Course. This will be the only course of its kind taught consecutively in Arabic and English.

The major new initiative of the 2014 edition is the Career Village. Key industry stakeholders have been brought together to give you, the visitor, a taste of their main operations, to help you make choices in regard to your future.

Alongside your visit to Qatar Career Fair, the pages of this magazine will help to guide and inspire you on your career journey. Your ambitions and aspirations cannot take flight of their own accord, and so you are urged to do all you can to pursue your goals in support of your country. ■

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LOOK TO THE FUTURE

QATAR CAREER FAIR (QCF) CONTINUES TO HELP YOUNG PEOPLE DEVELOP SATISFYING CAREERS THAT MAKE A POSITIVE CONTRIBUTION TO THE COUNTRY'S FUTURE.

2007

Qatar Foundation (QF), Qatar Petroleum, and Qatar University organize the first Qatar Career Fair to meet the needs of young people deciding on their career options.

2008

QCF becomes a member of QF. Abdulla Al Mansoori is appointed director.

2009

The second fair is held, with the Ministry of Labor joining in organizing the event. Around 115 exhibitors take part, with associated symposiums and workshops on career planning and development.

2010

Now recognized as an important date on the calendar for young Qataris and potential employers, the organization of the annual Qatar Career Fair is joined by the Amiri Diwan. About 69,000 visitors attend the 2010 event. QCF also joins the International Association for Education and Vocational Guidance as its work to develop international standards of career planning in Qatar grows.

2011

Under the tagline 'Write the next chapter in Qatar's success', the fourth Qatar Career Fair attracts 55,000 visitors and about 130 exhibitors.

2012

Qatar National Convention Centre becomes the new home of Qatar Career Fair as the event outgrows its original venue at Qatar International Exhibition Centre.

QCF increases its commitment to developing a career culture in Qatar by signing an agreement with Kuder, a specialist career training program provider. QCF also initiates workshops and lectures, run throughout the year, to help Qatari youth define and explore their career ambitions.

2013

The sixth Qatar Career Fair is divided into 'villages' based on the various sectors of energy and industry, communication, tourism, finance, education, media, and sport, to help visitors navigate the event more efficiently.

Aside from the show, QCF hosts its

first Summer Camp in partnership with Hamad bin Khalifa University to help give secondary school students valuable careers advice. Several competitions also helps engage students in the concept of QCF while developing their employability skills.

QCF also hosts the fourth Education Partnership Workshop with representatives from the Supreme Education Council, at which discussions center on educational initiatives helping to promote careers advice to Qatari youth.

2014

Qatar Career Fair showcases the latest employment and training opportunities to Qatari youth, through an innovative Career Village. Bringing together some of the country's leading employers, the Career Village allows young people the chance to gain real-life experience of typical workplace activities. After first discussing their suitability for a particular role with trained professionals, there's the opportunity to try out skills at task-based work stations. ■

WHO ARE YOU... AND WHAT DO YOU WANT TO BE?

Understanding your personality can help in choosing your future career.

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MAKE IT HAPPEN

Turn your ambitions into reality and secure your favored role.

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WHO ARE YOU... AND WHO DO YOU WANT TO BE?

OUTGOING OR RESERVED? LOGICAL OR CREATIVE? YOUR CHARACTERISTICS CAN AFFECT THE TYPE OF PROFESSION YOU ARE BEST SUITED TO. UNDERSTAND YOUR PERSONALITY TO HELP YOU MAKE THE BEST CAREER DECISIONS.

UNDERSTANDING YOUR PERSONALITY

While everyone has their own unique character, there are common traits that group us into certain personality types. Finding out what type you are can help you understand how you work and why you may excel in a particular career.

It is important to remember, however, that there is no perfect style – just different personality types. This also explains why individuals sometimes tackle tasks in very different ways.

You may even be asked to undertake a personality test during the interview stages of applying for a job. This is nothing to worry about – it just highlights to potential employers how you may fit into the workplace, particularly if they are building a new team. One of the most commonly used tests is the Myers-Briggs Type Indicator, although there are several others following similar themes.

CHOOSING THE RIGHT CAREER FOR YOU

Your family may have always followed a particular profession, and while this may be the best career for you, it equally may not. While starting to think about a future career, try to keep an open mind and be willing to consider a range of options. Most people find that they are more productive and happier at work in a role that fits their natural talents.

WHO ARE YOU...

The challenge, however, can be to discover your strengths. One way to do this is to identify your personality profile. In general terms, the closer a person's character-type matches the job they are required to do, the happier, more productive, and less stressed they will be.

DEVELOPING A CAREER PATH

It is important to remember that a single job does not necessarily make a lifelong career. During the course of your working life, you will probably undertake a series of roles making up your career. Depending on your personality style, there are some jobs that just don't naturally fit you. This doesn't mean that you cannot do them – it just means that you may find them more challenging. Matching what you're passionate about and what you do really well is one of the secrets of a successful life.

UNDERSTANDING HOW YOU WORK

The questions below are a selection of those you are likely to come across during personality testing and will help give you an idea of the types of things to think about while choosing your career:

1 Do you like to surround yourself with other people to get your work done, or do you prefer working alone?

Some people are more creative and make better decisions when alongside others. Others prefer their own company and work well on detailed tasks involving fact and logic. This question helps you understand how extroverted you are.

2 Are you a practical person?

Some people like taking things apart to understand how they work, and will use real-life examples in problem solving. Others rely more on their instincts, using their imagination to come up with ideas and confidently pursue a task without all of the facts.

3 Are you happy to debate and put your arguments across constructively?

Your personality style affects how you make decisions. Some people use logic to construct their points objectively; others are more subjective. They wish to pursue harmony and make decisions based on values and set ideas.

4 Do you like structure and organization?

This question looks at how you process the world around you. Some people thrive when following plans and rules, whereas others are more flexible and exploratory in their approach.

UNDERSTANDING YOUR ANSWERS

You'll generally find that you can quickly decide your replies. For each, there is no right or wrong answer. For example

if you're a person who relies on their feelings this does not mean that you cannot use data objectively to make decisions, it just means that you'll use your emotions to some degree.

From the answers given to these questions, scientists recognize 16 different personality types, which can help identify suitable roles.

There are many different free online tests that you can take to help assess your personality traits, from which you can understand yourself better. When you know what motivates you, you can seek out the opportunities that suit you best.

It is important to recognize, however, that regardless of your personality type you still need to develop the correct skills and qualifications to excel in that profession. ■

“CAREER PATHWAYS SHOULD BE ESTABLISHED ON THE BASIS OF YOUR INTERESTS, YOUR CAPABILITIES, AND THE FEASIBILITY THAT THE LABOR MARKET CAN OFFER YOU A CAREER IN THIS AREA.”

DR MOHAMMAD ABUL OLA, GENERAL MANAGER, INTEGRAL TRAINING AND DEVELOPMENT



CASE STUDIES

- **Name:** Fahad Ali Al Marri
- **Age:** 32
- **Current role:** System Network Operator for International Communication, Ooredoo, and TumuhaTEC Role Model
- **Time employed in current role:** Seven years
- **Main duties:** Ensuring a high-quality, smooth, and uninterrupted communication service through the international network. This is achieved by the continual maintenance of equipment, communication circuits, and cable connections with other countries.
- **What initially attracted you toward this job?**
In this role I am able to keep up with new technologies, develop my personality, tackle challenges, and contribute to the development of the society and the environment. As a TumuhaTEC Role Model, I take part in workshops for the program helping to inform the next generation about the types and range of careers available in the field of information and communication technology.
- **What do you enjoy most about your current role?**
I find the continuous communication with my colleagues and business partners particularly enjoyable. This exchange of expertise and continuous co-operation makes for a cohesive and effective team.
- **How do you see your career developing? What are your long-term ambitions?**
My long-term aspiration is continual professional development at an even pace. The creative employee never stops searching for more knowledge, especially in an ever-developing community and during this revolution of technology and information.
- **What is the most important piece of advice you can give to those initially developing their careers?**
You should look forward to the job position you aspire to in the future, and from this put a time plan with realistic goals in place. Always remember that following simple tips will multiply your chances of career success. I also recommend participating in volunteering and marketing yourself by speaking out about your achievements - and finally, never stop learning.



- **Name:** Zalikha Abdulla
- **Age:** 25
- **Current role:** Junior Network Engineer, Total
- **Time employed in current role:** 18 months

• **Main duties:** Monitoring the functioning of servers and networks, ensuring full reliability and availability. This includes helping users fix issues, security, data back-up, writing procedures and documentation about applications, and installation.

• **What initially attracted you toward this job?**
My story began at school, as I was intrigued by computing devices and exploring what was inside. I decided to choose engineering as a career and enrolled on a

degree in Computer Engineering at Qatar University. Metaphorically, the vastness of computing can be compared to an ocean.

• **What do you enjoy most about your current role?**
Apart from dealing with technical issues, I like the interactions with people my job entails. I'm dealing with end users.

• **How do you see your career developing? What are your long-term ambitions?**
I see myself, in the future, as a highly competent IT Engineer.

The development of networks is my particular interest.

• **What is the most important piece of advice you can give to those initially developing their careers?**
People should choose their careers based on what interests them. There will be obstacles, but the key is how you face and overcome such challenges through hard work. Anything can be achieved through persistent and rigorous endeavor.

CHOICES WE MAKE

MAKING DECISIONS ABOUT YOUR FUTURE CAREER CAN BE BOTH EXCITING AND CONFUSING, BUT ABOVE ALL YOU NEED TO PLAN YOUR CAREER TO MATCH YOUR SKILLS.

You may already have a clear idea as to the career you wish to pursue, or you may have not really given it any consideration yet.

It's great if you know exactly what you want to do – research the role and the qualifications needed to achieve it, and with genuine commitment, dedication, and hard study you're sure to achieve your goal.

More commonly, however, most people only have a vague notion of what they want to do. Don't worry – this is not a bad situation to be in, since it encourages you to keep your options open. The graphic opposite shows some of the factors that will go into helping you finally discover your career match.

A JOURNEY OF SELF-DISCOVERY

Follow this step-by-step guide to help you find your ideal career:

BRAINSTORM

Think outside the box by considering roles surrounding your hobbies and the study areas that interest you. Research different industries and opportunities. As a young person you need to keep in mind that current jobs may not be the roles you eventually take up in five or six years' time when you have completed your

studies. Industries and technologies are continually changing. Keep monitoring your chosen industry so that you're prepared to take advantage of any new opportunities.

FIND OUT ABOUT POTENTIAL JOBS

Type keywords linked to your preferred industry into an online job search engine. This will help you identify exactly what jobs are available. Choose a selection of roles that fit your broad goals and save these results.

From your list of potential jobs, note down all the required skills and qualifications. Some will be identified as 'essential' and others as 'desirable'. If something is termed essential, you are going to need it on your CV to be considered for the role. Desirable attributes are not deemed absolutely necessary but a successful candidate will have some of these.

Where you are in your career planning will determine how you proceed. If you're still at high school, you need to work toward achieving the academic and professional credentials necessary to meet these roles, whereas if you're ready to start

applying for jobs you can carry on working through this list.

ASSESS YOUR SKILLS

Match your own abilities, qualifications, and experience to the potential jobs you have identified. If you meet a requirement, write a short paragraph explaining how you meet it. This exercise will be useful in compiling your CV. Highlighting those requirements that you cannot meet will give you guidance on areas in which you need to expand your knowledge and experience.

PREPARING TO APPLY

If you meet a role's requirements, then you'll be considered a viable candidate and should start applying. If your attributes do not yet meet the essential requirements of different jobs, then you need to find ways to resolve this issue.

TAKING ACTION

If you lack a formal qualification necessary for a job then enroll on a course to meet that need. If you don't have previous work experience, sign up as a volunteer or intern to gain the

necessary skills. Qatar Career Fair is a valuable resource to help you overcome these challenges. Check its website for details of companies exhibiting at the show, that are offering training and internship programs as well as employment opportunities. Company recruiters and human resources departments you are thinking of applying to might also give you advice.

BE REALISTIC

If you do not meet several of the essential criteria in a job specification, you are probably aiming too far up the career ladder. Be conservative in terms of your experience, go back to the job search websites and look at more advertisements, this time looking at roles where you do meet the requirements. Use this information as a reference to identify roles you do have a realistic chance of getting. Your applications, however, should still be a mix of realism and ambition. Not meeting all of the criteria doesn't mean you should not apply for the job, but you should be sensible in your expectations.

REACH HIGHER

Alternatively, if you meet all the job specification criteria, including those listed as desirable as well as essential, you have underestimated your potential in that career. Return to the job-search websites, this time looking at more challenging, senior roles.

PLAN YOUR FUTURE

Each job is a stopping point on your way to the next role in your career, and so you need always to consider what you would like your next job to be. This applies equally to promotion within your current organization and to applying for jobs with another future employer. In this way you can develop your current role and use it as a springboard to the next level, gaining training and experience as you meet your potential. ■



WHO ARE YOU...



“THE EMPLOYMENT PROGRESSION IS CLEAR. WE HAVE HAD INDIVIDUALS JOIN THE TECHNICIAN PREPARATION PROGRAM, GO ON TO BE SPONSORED TO TAKE A DEGREE, AND FURTHER THEIR CAREER WITHIN QP.”

private sector. The training, support, benefits, and career development on offer at QP are equivalent to those provided by the public sector.”

QP has a specific corporate training department that seeks to identify the company’s future employment needs and so match training opportunities with these. “A directive is issued for manpower indicating predicted sustainable labor growth on an annual basis,” Al Jamal says. “All those entering training programs will be working toward pre-identified roles within QP, and are issued a plan showing the steps to achieve this. They are also expected to perform to meet these needs, and will be supported throughout their training.”

The opportunities offered are competitive. Applicants are issued the minimum entry requirements as a guide, and should seek to exceed



these. Those selected for interview and successful in passing any entry tests will be accepted onto the program.

“We do try to keep the interview fairly relaxed,” Al Jamal says. “In many cases this will be the first interview the candidate has undertaken.

“I do however want applicants to prove why they are ideal for the job

they have applied for. I do not want them to say: “Well, my father is an electrician so I want to be one also...” for instance. They need to have the academic results to support their application. We do encourage students to re-evaluate their options and steer them in a different direction if necessary.”

Before starting formal training, successful applicants are invited on an induction workshop at which they will get to meet their department manager. “This helps the trainee feel a part of the business immediately,” Al Jamal adds. “The employment progression is clear. We have had individuals join the Technician Preparation Program, go on to be sponsored to take a degree, and further their career within QP. The program is a great opportunity.” ■

To find out about the different programs offered, visit: www.qatarization.com.qa

LEARNING IN THE WORKPLACE

INDUSTRY-BASED TRAINING OFFERS A WEALTH OF EXPERIENCE AND CAREER PROGRESSION OPPORTUNITIES.

A product of Qatar Petroleum’s (QP’s) corporate training program, Mohamed Al Jamal, now Head of Overseas Academic Affairs, is in an ideal position to comment on the company’s schemes to provide opportunities for young Qatari nationals.

“We have a series of corporate training programs for young people interested in all areas of our non-core business activities as well as the petrochemical industry,” he says. “These are across all education levels and provide a great opportunity to young people. I would advise any youth to be open to considering employment in the

MY EXPERIENCE

Name: Aisha Hassan Al Kaabi

“I’m a QP-sponsored sophomore in Chemical Engineering at Texas A&M University at Qatar. I first heard about the opportunities offered by QP at Qatar Career Fair, picked up the brochure about the scheme, and then applied online when I saw the program was open to applications in the newspaper a month or so later.

“Chemical engineering fascinates me because it’s about reality. I can see science in action and am keen to apply what I learn to QP’s business activities. This will involve taking chemicals and using their properties to discover new applications, within the lab initially, and then to find practical industry uses. I am looking forward to contributing to the company.”

MAKE IT HAPPEN

ONCE YOU'VE FOUND
YOUR IDEAL CAREER,
IT'S TIME TO TAKE
ACTION AND TURN
YOUR AMBITIONS
INTO REALITY.

TAKING THE FIRST STEPS

It may be an old saying to fail to plan is to plan to fail - but it's very relevant in developing your career. Yes, you have tackled the difficult choice of deciding what employment path you would like to follow, but the challenge of sourcing and securing a job has only just begun.

BE ENTHUSIASTIC

Successful individuals have one key attribute in common - they are keen. No matter what challenges they come up against, they maintain focus and keep going until they reach their goals.

They may have come from different backgrounds and have varying levels of academic achievement and unique skill sets, but at some point they have all seized the moment, pursued a definite course of action, and put their plans into action. They've shown enthusiasm.

MAKE IT HAPPEN

Job-hunting can be tough and may not always go your way, but whatever the outcome, you need to stay positive and showcase your skills and dedication.

Armed with the knowledge of what career you are interested in pursuing, it's time to start searching for a role that will help you to attain this.

Being pro-active means tracking down potential employment opportunities from a variety of sources. There's no best place to look. It's worth talking to friends and family about where they have found success and perhaps doing the same, but you need to keep an open mind as there is no single route to follow.

QATAR CAREER FAIR

An ideal place to start your search, Qatar Career Fair brings together the widest selection of different companies from the top sectors. As well as companies actively looking to fill positions you will also find help with:

- Development opportunities – Different organizations offer training programs vital to certain specialist sectors.
- Careers advice – Those not yet of an age to join the workforce can access

careers advice and counseling to help them make informed choices now in regard to their futures.

- Educational opportunities – Many organizations offer visitors the chance to find out how they can be sponsored to further their academic and professional qualifications, often with a specific end role with that company.
- Volunteering – This can help less experienced job-hunters gain recognition for their skills outside the working environment.
- Internships – These give a taster of what it's like to work in an industry and potentially identify future high-flyers.
- Networking – Visitors can apply to join QCF's Qatar Career Club, which puts individuals with similar interests in touch with each other to offer career-related guidance.
- Entrepreneurship – Visitors can find out about QCF's 'Estathmer' workshops, run in conjunction with the Bedaya Center for Entrepreneurship and Career Guidance, which help young people develop the necessary skills for running their own business. ■

TRY BEFORE YOU DECIDE

Qatar Career Fair recognizes that the best way to help you make decisions regarding your career is to give you industry experience. For the first time ever Career Village, run in partnership with Bedaya Center for Entrepreneurship and Career Development, gives visitors the opportunity to try out different simulated workplace roles with leading companies and organizations.

Ola Abdin, Career Development Advisor, Bedaya Center, says: "The Career Village is targeted toward Grades 10, 11, and 12 students who are thinking about the majors they will be applying for at university, under the broad industry themes of medicine, engineering (oil and gas, and construction), information and communication technology, education, media, and sport.

"Wherever possible, we have spent time at schools hosting advisory sessions and doing psychometric tests with students beforehand so that they are directed toward the best simulated experience for them. It is also possible to get some counseling at the event, for those who have not previously undertaken the assessment."

By trying out these taster sessions, students will be equipped to make their ongoing education decisions based on their personality traits, skills and strengths, as well as the simulation they have experienced.



FROM THE CAREERS EXPERT

Dr Mohammad Abul Ola, General Manager, Integral Training and Development, advises you to start by discussing your future with the career advisor at your school, your college, or within your organization. He suggests that you should always make use of the extensive services offered by Qatar Career Fair, as well as seeking advice from successful people. "Look within your group of friends and family – among those people who care for you – and talk to them constructively about your future. Find out as much as you can from people who already work within professions you may be interested in, as they will be aware of current industry trends as well as potential changes that may affect roles you are currently interested in. They may also be aware of newly advertised jobs and training programs offered by different organizations," he says.

Potential

Attitude

RECRUITMENT WEBSITES

These can give you a feel for what is currently available. General searches can be particularly useful in comparing particular roles and benefits. Be cautious, however; steer clear of sites that claim you have been offered an interview, the details of which they will release on payment of a fee.

Genuine companies are increasingly advertising their vacancies online on search-specific, free-to-applicants recruitment sites, as these attract large audiences and mean organizations can source the best candidates from around the world.

The main downside for the applicant is that the different sites often require you to input information from your CV individually and in specified formats, which can be time-consuming. Once your CV is uploaded, however, it is registered until you delete it. If applying for several roles, you will have to personalize the information to suit each job application, which again can take time.

Even after you have successfully secured a job, you may choose to keep your profile registered on a recruitment website and updated regularly. This way it is ready for when you want to progress to the next level of your career.

Success

WORD OF MOUTH CONTACTS

Network within your own circle of friends and family. Don't be pushy, but there is no harm in letting people know that you are currently seeking employment and the areas in which you are interested. You may well know someone working in a similar industry, and they may be able to offer you valuable advice on employment within that area even if they don't know of any current vacancies. The more knowledge you can gather at this stage the better.

SOCIAL MEDIA SITES

You're looking for professional employment networking sites, like LinkedIn and Monster, where you can upload your CV and connect with professionals in similar industries. Recruiters often search these sites to find potential employees with particular qualifications and skill sets.

Do not get sucked into chit-chatting on employment networking sites. These are for professional business use only. Consider the email account associated with your profile. As with all job applications, it should have a simple, sensible address. A variation of your name is ideal, as this cannot be misconstrued as anything other than professional.

Be aware of the power of social media activities. It is common to link all of your social media accounts - that is your Facebook, Twitter, and LinkedIn profiles - which means you should always be aware of what you post and what photos and posts other people may tag you in. Whatever you post could potentially be viewed by employers. Only post things you would be happy for an employer to see, and delete any posts from other people that do not follow this rule. Similarly, be aware that the subjects you 'like' can reflect on your character. It's fine to utilize social media to your advantage and in a way that reflects your personality, but be cautious, as you always want to present yourself as a responsible individual.

MEDIA ADVERT'S

Vacancies are advertised in newspapers, in print and online. Get into the habit of checking classified job sections regularly to see if there are any updated vacancies. Be aware that some may also have been advertised on recruitment websites. It looks unprofessional to apply twice for the same job advertised in two different places.

TELEPHONE CALLS TO POTENTIAL EMPLOYERS

It is also worth contacting potential employers directly and inquiring if they have any vacancies. Aim to contact key individuals in that company's human resources department by telephone. While they may not be able to give you immediate details, they will be able to direct you to the 'jobs' section of their website, or to places where they and their competitors advertise vacancies. This method gives you the opportunity to start to network within that company and to demonstrate that you are a self-starter.

Beforehand, make sure you are fully prepared to make the call. There is no such thing as a casual conversation with a prospective employer. Telephone calls don't allow you to read the other person's body language which can make it difficult to judge the other person's reaction. You therefore need to be prepared to sell yourself, show enthusiasm, and make a good impression. Choose a quiet location to call from, and make an extra effort to speak slowly and clearly. Be prepared to answer a full range of questions as you may get an impromptu interview.

Talent

POTENTIAL EMPLOYERS' OWN WEBSITES

Knowing the area you wish to work in means that you can identify the organizations to consider. Many companies advertise their vacancies on their own websites. If applying this way, follow the instructions given on the website. You may have to submit your CV in a particular format or below a set file size. Don't send speculative emails unless these are invited, as messages may end up being filtered by spam blockers.



SHOWCASING YOUR TALENTS

YOUR CV, OR RESUME, IS THE MOST IMPORTANT TOOL YOU POSSESS IN APPLYING FOR A JOB. THIS DOCUMENT IS THE MAIN WAY YOU HAVE TO IMPRESS POTENTIAL EMPLOYERS AND GET YOU THROUGH TO THE INTERVIEW STAGE.

PREPARING YOUR CV

Before jumping straight in and applying for a job, you need to prepare your CV. Just as every role has a specific and unique set of requirements, you need to tailor your CV to showcase your individual skills for that particular role. This doesn't need to be a laborious task, since there are key elements that will remain the same. Keeping a regularly updated 'master' document allows you to add to it easily as your experience grows, and will enable you to quickly create more specialized versions targeted to particular roles.

Keep in mind that your CV should be:

- CLEAR** - Your CV should be easy to navigate with subdivisions so that potential employers can quickly find what they need to know.
- CONCISE** - Don't waffle. Make your point and move on.
- CORRECT** - Refer back to your

academic and professional certificates to ensure that you use the official titles of qualifications and grades awarded. **QUALIFIED** - Use examples wherever possible to demonstrate your attributes.

MUST-INCLUDE ELEMENTS

Every CV you write should include certain vital information:

- **Your personal details** - This is how employers can contact you, so include your name, address, telephone number, and email address at the top of your CV.
- **Employment history** - For each role you have held in the past, list the job title, company name, time spent in that role, key responsibilities and skills gained. Emphasize those skills gained in different roles that are of particular relevance to the job you are now applying for.
- **Education history** - Starting with

- your most recent achievements first, list all your academic qualifications. Highlight the subjects studied and any additional training you have received during the course of your employment. This demonstrates to potential employers that you are eager to continue to develop your skills and progress your career.
- **References** - Line up two or more people who can give you work and personal references. You do not need to submit their contact details in your initial CV, but you should have asked them before you apply for a specific job, since it would reflect badly on you if you had not asked their permission when potential employers contact them.
- **Other formats** - It is increasingly common to supply your CV in alternative formats, such as a video CV, making sure it's available on

USE TWITTER TO SELL YOUR CV

Tweet My Resume @TweetMyResume Apr 24
Mark Newton #Boston , MA <http://bit.ly/KDStzL> #CustomerChampion #Resume #cv

- Join a reputable CV posting website. This will ensure the largest possible audience for your tweet, since the company will have followers looking to hire. Most are free to join.
- Hashtag your city or country. Companies need to know where you are based.
- Include your highest level qualification.
- Don't forget the link to your full CV.
- Include a hashtag in your area of expertise or the job title you are looking.
- And don't forget the key hashtags, identifying that this is your CV. Hiring companies will be following these hashtags monitoring CVs as they are posted.

social media and even producing a 140-character 'Twitter' version. These styles are particularly applicable for roles in sales or media.

regarding the fonts you choose. Type should always be presented in black.

MUST-DO POINTERS

Focus on these tips for successful CV writing:

PRESENTING YOUR CV

There is no single way to lay out your CV. The key is to think of the order in which you would want to read the information if you were the employer, with limited time to assess every application. You need to make it easy for them to find you in the selection process. It is perfectly acceptable to adapt a template to your needs; just be conscious that you want to appear professional so be sensible

- **Be neat.** Type your CV and keep content to the point. Two pages of A4 are plenty, and one for a recent graduate.
- **Emphasize your achievements,** strengths, and successes, and do not mention negative factors.
- **Check your CV carefully for any spelling errors** before sending it out, and have someone else check it too.

USE POSITIVE LANGUAGE

As highlighted, your CV is your very own shop window to the job market, so you need to make sure you are selling your skills and talents at every opportunity. Choosing the correct vocabulary will help to set you apart from the other candidates. However, you need to strike a balance between sounding frivolous and dull. The language you use should be active, accessible, and positive. Avoid over-used clichés like 'goal-driven', 'motivated', 'strong work ethic', and 'reliable', and instead try to think up alternatives that have more impact.

- **Make a good impression.** Everything about your CV should present you in a positive light.
- **Whether your CV is in Arabic or English** depends on the role you are applying for and the language of the job specification. If you speak both languages, make sure you have a version of your CV prepared in each and, if possible, ask the employer which version they would prefer. ■

LET YOUR TALENTS SHINE

TO GIVE A FULLER IMPRESSION OF YOUR CHARACTER AND TALENTS AND TO STAND OUT EVEN MORE TO POTENTIAL EMPLOYERS, THERE ARE SEVERAL OTHER ELEMENTS YOU CAN ADD TO YOUR CV.

PERSONAL STATEMENT

This brief statement should be placed at the beginning of your CV, just below your personal details, and emphasise why you are a perfect fit for the job.

PROFESSIONAL SKILLS

These are added skills that may be useful in a job, but for which you may not have formal qualifications, for example English and Arabic language

skills, or computing and word processing skills. Certain professions may also require a portfolio of previous work. If you have not had any formal employment in a particular area before, you should mention that you are able to provide samples instead. Traditionally, portfolios were viewed during the interview stage, but with the ease of sharing information

online it's now common to provide links on your CV sharing where work can be viewed.

OTHER INTERESTS

Including brief details about things you do in your spare time can support your application, but the listed interests and hobbies should demonstrate qualities relevant to the job. It is definitely worth mentioning

evidence of leadership, such as being captain or coach of a sports team, within clubs and student or social societies, or formal events you have organized. Volunteer work should also be included, as this shows an ability to assist others and problem-solve. Always remain focused on the fact that your listed hobbies must be relevant to the role you are applying for.



GOT A GREAT BUSINESS IDEA?

DEVELOPING YOUR CAREER MAY NOT MEAN BEING AN EMPLOYEE. IF YOU HAVE GOT THE DRIVE, TALENT, AND SKILL, THEN ENTREPRENEURSHIP COULD BE FOR YOU.

Developing your ideas into a successful business plan is challenging, but Qatar Career Fair (QCF) and the Bedaya Center for Entrepreneurship and Career Development are working together through the 'Estathmer' program to support young business owners.

Yasmeen Hasan, Entrepreneurship Manager at the Bedaya Center, explains: "There is strong synergy between QCF's long-term strategy to raise awareness of different career options and the Bedaya Center's role in supporting small businesses to create the right conditions in which to succeed."

The Center helps support young people in Qatar to create their own career opportunities through the establishment of new businesses. Added support is provided by targeted Estathmer programs, which enhance career awareness about entrepreneurship among high school and university students.

Workshops help participants increase their practical business development skills. "Topics covered include the generating of ideas for today's markets, how to develop ideas into business models, how to pitch your ideas, and how to market and brand a business," Hasan adds.

The organizations also partner in the annual Estathmer competition.

Effrosyni Parampota, Senior Activities and Volunteerism Officer, QCF, explains: "The Estathmer competition seeks to promote Qatar's growing culture of entrepreneurship by encouraging aspiring Qataris between the ages of 20 and 35 to consider the benefits of starting their own business as a career path. The winners get the opportunity to demonstrate their ideas to potential employees, partners, and investors."

"The focus of Estathmer 2014 is to showcase entrepreneurship as a

career choice as well as newly-created businesses," Hasan adds.

For the first time this year, recently-established Qatari companies were invited to enter a second section of the competition, to demonstrate how they have been able to develop their concepts into fledgling businesses.

Those shortlisted in both sections were invited to attend business courses and presentation skills training before presenting their proposals to successful entrepreneurs

"TOPICS COVERED INCLUDE THE GENERATING OF IDEAS FOR TODAY'S MARKETS, HOW TO DEVELOP IDEAS INTO BUSINESS MODELS, HOW TO PITCH YOUR IDEAS, AND HOW TO MARKET AND BRAND A BUSINESS."

YASMEEN HASAN, ENTREPRENEURSHIP MANAGER AT THE BEDAYA CENTER

to prove how their work adds to Qatar's success story.

The final winners from each category were given a booth within Qatar Career Fair's 'Startup Arena', enabling them to showcase their products and services and network during the fair. "They were also able to participate in a series of talks about starting a business in Qatar called 'My Business - My Career,'" Parampota adds, "as well as enjoying the benefits of the distinct media coverage QCF attracts." ■

BUSINESS GROWTH IS ON COURSE

FEMALE GOLFER AND ENTREPRENEUR YASMIAN AL SHARSHANI, HAS GROWN HER BUSINESS THANKS TO THE SUPPORT OF THE 'ESTATHMER' PROGRAM.

From a sporting family, Al Sharshani has pioneered golf among Qatari women, being the first woman to represent her country in the sport at local and Arab championships. She is also currently completing a master's degree in Sport Management.

"I have discovered that the same attributes needed to be successful in sport are also needed to excel in business," she explains. Combining excellence in both sports and enterprise led Al Sharshani to create Qatar Golf for Ladies, which won the 2013 Estathmer competition.

"Winning the award is very precious to me, thank Allah. I did not expect it, particularly as my idea is within the pioneering field of sport and business. The recognition has given me the motivation to continue to pursue my idea," she says.

Practicing golf over several years and traveling to different



countries through the sport led to Al Sharshani's concept for Qatar Golf for Ladies.

"On the one hand it's a social project that aims to spread the culture of playing golf to all of the community, particularly ladies and children," she explains. The program has now been offered to Qatar Olympic Committee for appraisal.

"My project also hopes to send a purposeful message

demonstrating how we can develop our abilities and use our potential to diversify our intellectual investments in various fields, including sport, economy, and community," she adds. "We have to diversify our gifts to the community since a sportsman serves as an ambassador for his country and reflects the development of his community. Accordingly, we have to make efforts to be

distinguished in other sectors. "I would advise all young men and women who have a concept in their sport to develop it into an investment project. They have to be the first to do so, which is difficult. They have to study the viability and work on developing their skills and discovering themselves. We should make good use of our resources and concepts to serve sport and the community."

CONFIDENT INTERVIEW TECHNIQUES



SUCCESS! YOU HAVE BEEN OFFERED AN INTERVIEW, BUT HOW CAN YOU MAKE SURE THAT YOU SECURE THE JOB? PRESENTING YOURSELF AND YOUR ACCOMPLISHMENTS IN A FAVORABLE WAY DURING AN INTERVIEW REQUIRES PREPARATION.

The interview is your chance to convince a potential employer that you truly are the best fit for the job. You will probably not be the only candidate called forward to the interview stage but it's likely that there will only be one job.

INTERVIEW PREPARATIONS

Preparation is the key to success in any interview. By being fully prepared you will be more at ease, allowing your potential and abilities to shine through.

DURING THE INTERVIEW

Think of your interview as a conversation. Smile, and try to relax. The interviewer is not trying to catch you out. He/she just wants to find out about you, your skills, and how these will contribute to the role you have applied for. There is no set interview, as the conversation will be steered by the answers you give to the interviewer's questions, but most follow a fairly standard pattern.

- The interviewer will tell you about the company and the role offered. Listen attentively, as the information provided may help you in framing your answers to later questions.
- You will be asked to talk about yourself. Keep your statements succinct, remembering to

explain to the interviewer how your knowledge would be reflected in the role. Speak clearly, confidently, and fairly slowly. Most people have a tendency to rush when they are nervous and so they end up speaking too quickly to be clearly understood.

- The interviewer will ask specific questions to assess your abilities, personality, and motivation. The interviewer is not trying to catch you out with the questions asked; he/she just wants to gather information about you. However, you do need to answer any enquiries directly and not go off in a different direction. Listen carefully to the question, pause, and take a breath while you think about your response. Naturally, if you are being

asked an extremely simple question, this rule does not apply. Don't be afraid to ask for clarification if you are unsure what a question means. Nobody will judge you for asking for an explanation and it may even work in your favor, demonstrating that you remain calm under pressure.

- You will be given an opportunity to ask questions. You should always ask questions about the job when invited to do so. This is your chance to show your interest in the role and the company you have applied to join. You should have prepared questions in advance, but don't ask anything that has already been answered in the interview.
- Add to and develop your questions

focusing on the job, what it is like to work for the company, and the role's potential for the future, for example access to training.

- At the end of the interview you should be told what the next stage of the recruitment process is. If not, make sure this is one of the questions you ask.

OTHER INTERVIEW SETTINGS

You may be invited for what appears to be a less formal meeting, or have to undertake a Skype or telephone interview. These should be treated no less formally than in an office setting. To find out more about interview techniques visit this short film: <http://www.youtube.com/watch?v=BRLqDsDq3Q>. ■

Here is what you need to check ahead of schedule:

1 BE ON TIME

Check your interview time and location. Know exactly where it will be held, the route to get there, and how long it will take. You must be punctual for your appointment and aim to arrive at least 20 minutes beforehand. This will give you plenty of time to make yourself known at reception, freshen up, and calm any nerves before you are called in.

can give the interview your complete attention.

3 REVISE YOUR COMPANY RESEARCH

Make sure that you know the names of the people interviewing you, understand the organization's mission and goals, its size and position in the marketplace, and any recent news about it. Be aware of its competitors and the names of any important people in the organization, such as members of the board of directors.

You may well have to go through several interviews. The first interview is most likely to be with the human resources department or a junior manager, while the next is likely to be with a senior manager.

2 MAKE A POSITIVE IMPRESSION

You only get one chance to make a first impression, so present yourself in the best way possible. Be polite to everyone you meet, be smart, and be courteous. Turn off your phone so that you

4 PREPARE FOR ANY QUESTION

Think through potential interview questions and practice your answers. Ask someone to act as the interviewer or, better still, attend professional interview training. Typical questions to prepare answers to include:

- Tell me about yourself - a common opening question in any interview. Make sure you have prepared a few sentences that you can use to describe your character in a way that is relevant to the role you have applied for.
- What are your daily responsibilities in your current role? Again, match your answer to the job you are applying for. Try to be specific while showing the interviewer you have the experience and qualifications the company is looking for.
- What did you like or dislike about your previous job?

Focus on the positives and highlight achievements and challenges you have enjoyed. Emphasize that while you enjoy your current role, you feel you have reached your full potential and are keen to discover a new set of challenges.

- Why do you want this job? Answer this question clearly and concisely, discussing how the role is an opportunity and meets your professional and career goals.

5 PREPARE WHAT YOU WILL NEED

Get everything you will need for your interview together at least a day in advance. You will need copies of your CV to hand around in your interview, your portfolio of work (if appropriate), a notebook, at least two pens, your ID and passport, and your professional and academic certificates.

WHO CAN HELP...

*YOUR CAREER PROGRESSION
NEEDS CAREFUL PLANNING, AND
THERE ARE A NUMBER OF POSITIVE
STEPS YOU CAN TAKE TO ENSURE
IT CONTINUES TO FLOURISH.*

MOVING YOUR CAREER FORWARD

DEVELOPING YOUR CAREER

You are now where you wanted to be - you have secured a new position - but the advice is that you should continually develop your career.

Managing your prospects is your responsibility - you cannot expect your employer to do it for you. Ideally, you need to put together a plan identifying roles throughout your working life from which you can develop your career goals. Planning should be an ongoing process and not just something you undertake when you are thinking of changing jobs.

It is sensible to have a plan for the next five to ten years of your career. Follow these points to help you achieve this:

- Identify what you want in the long term, and then the short term objectives that will help you get there.
- Put together an action plan to track and manage your professional development. Make sure that this is measurable and realistic. Monitor your progress from time to time, and revise your targets if necessary. This can also provide valuable information for your annual appraisal.
- Keep up to date with factors that could alter your

job sector. Review industry magazines and websites regularly, noting any employment trends.

- Chat with senior colleagues and managers about their roles and how they progressed through their careers. People are usually happy to share success stories and advice. Their experiences may help you to make educated career decisions.
- Take on new challenges at work and in your leisure time. These will bring you into contact with new people and opportunities to network. Offering to undertake problem-solving challenges will identify you within the organization and may also expand your skill set.
- Continue learning, either formally or informally. Whatever your stage of career, developing your skills, knowledge, and abilities is important. Consult the company's human resources department to find out about opportunities for any reimbursement towards the cost of training, as many will make a substantial contribution, if not pay the full amount. Remember - a successful career doesn't just happen, it needs cultivating. To progress you should make sure you are investing in your most important resource - and that is yourself. ■



INVESTING IN YOUR FUTURE

GIVE YOURSELF THE EDGE IN YOUR CAREER AND COMMIT TO FURTHER STUDYING WHILE YOU WORK AND GROW YOUR PROSPECTS.

You might need to think again if you have the idea that exams and assessments are banished to the past now that you have a job.

If you're keen to take advantage of key opportunities to progress, then your employer will judge you on your capabilities and benchmark you against your peers. Individuals who demonstrate that they're conscientious about their personal development are likely to be seen as highly motivated and engaged.

Studying for a new qualification will help you to get noticed, while an

openness to learning shows that you're flexible and adaptable and follow a continuous improvement ethos.

WHY STUDY?

Apart from helping you to get promoted, studying generates new ideas and development opportunities. Immersing yourself in challenging concepts can help you to create new business solutions. You may discover new skills to add to your portfolio and give yourself the edge in your career.

Pursuing a niche area of expertise will help you to stand out as well as testing your

boundaries and pushing you out of your comfort zone. This will help to keep you fresh and interested in your role.

Undertaking studies outside the organization you work in will bring you into contact with new people. Networking gives you the opportunity to talk to individuals about the company you work for, the business they are engaged in, general changes within your area, and to get your name out there and associated with your chosen industry.

By establishing a learning habit throughout your career, you're more likely to extend your abilities, mitigate

any risks within your industry, and improve your employability.

WHAT TO STUDY?

Many organizations provide learning opportunities, particularly if these are of direct benefit to its business needs. You may find, however, that you need to follow a bespoke qualification that is more in line with your own career development plans. Areas for study include learning new technologies, meeting customer demand, or understanding critical legislation.

You want to improve and develop your new skills rather than get a similar qualification. Look at past performance reviews and seek advice from your manager or human resources department. After identifying areas for development, find out what options are available. This may mean going on a course or workshop, finding a mentor, or undertaking post graduate studies.

Talk to your manager about sponsorship opportunities offered by your company, as you may be able to offset any costs involved in undertaking further study. ■

DEVELOPING YOUR CAREER IN ENERGY AND RESOURCES

Hamad bin Khalifa University's (HBKU's) Executive Master in Energy and Resources is a 16-month interdisciplinary program designed for experienced and ambitious professionals. The first class of 29 individuals was admitted to the university on 19 January 2014, and with teaching input from some of the world's leading experts, the program will help to develop the next generation of industry professionals.

The program implements Qatar National Vision 2030 in building a knowledge economy through interdisciplinary learning on issues relevant to Qatar and the Gulf region.

The Executive Master program integrates geopolitics, public policy, technology, finance, management, and strategy, in five modules. It is offered by HBKU in partnership with Georgetown University, Texas A&M University, and HEC Paris. Modules are intensively taught to facilitate participants' continued working careers.

The program, a unique curriculum tailored for Qatar, is designed for high-potential managers and executives already working in areas

where the production, consumption, or environmental impact of energy and natural resources are likely to significantly affect profits or policy. It is also of benefit to industry experts in mining and extraction, refining, shipping, power production and transmission, investment banking and trading, as well as associated industries that are energy-intensive or transform raw materials.

Successful participants will graduate with an Executive Master's degree from HBKU and will be eligible to receive a certificate of completion from each of the program's HBKU partner universities.

Program applicants should meet the following requirements:

- A bachelor's degree with seven years' professional experience OR Ten years' professional experience with a successful track record in management.
- A global mindset.
- A proven record of professional achievement.
- Potential to assume greater managerial responsibilities.

Find out more at www.hbku.edu.qa/ExecutiveMasterE&R

LISTINGS

DEVELOPING YOUR CAREER MAY BE YOUR RESPONSIBILITY, BUT THERE ARE PLENTY OF ORGANIZATIONS THAT CAN HELP WITH JOB AND TRAINING OPPORTUNITIES AND PROGRAMS.

MEDIA & TELECOMMUNICATIONS

- Aljazeera Media Network
Tel 44897256 / 44897665
PO Box No 23123
www.aljazeera.net
recruitment@aljazeera.net
- BeIN Corporation
Tel 44897888
PO Box No 23231
www.aljazeera.net
sowayedn@aljazeera.net
- Es'hailSat
Tel 44993535
PO Box No 10653
www.eshailsat.qa
Info@eshailsat.qa
- Ooredoo
Tel 44400400
PO Box No 217
www.ooredoo.qa
qatarirecruit@ooredoo.qa
- Vodafone Qatar
Tel 44096666
PO Box No 27727
www.vodafone.qa
qatarization@vodafone.com

COMMUNITY

- Education Above All Foundation
Tel 445446105
PO Box No 34173
www.educationaboveall.org
eahr@hho.gov.qa
- Qatar Charity
Tel 44667711
PO Box No 1224

- www.qcharity.com
qcharity@qcharity.org
- Qatar Foundation for Elderly People Care
Tel 40121000
PO Box No 24353
www.qfepc.gov.qa
oalkubaisi@qfepc.gov.qa
- Social Development Center
Tel 44542463
PO Box No 3509
www.socialdevelopmentcenter.org.qa
nalshahrani@qf.org.qa

ENTREPRENEURSHIP

- Enterprise Qatar
Tel 40125068
PO Box No 24620
www.eq.gov.qa
aalnoaimi@eq.qa
- Bedaya Center, Katara
Tel 44080268
www.bedaya.qa
info@bedaya.qa

FINANCE

- Ahli Bank Qatar
Tel 44232211
PO Box No 2309
www.ahlibank.com.qa
jobs.information@ahlibank.com.qa
- Barwa Bank Group
Tel 44488324
PO Box No 27778
www.barwabank.com
info@barwabank.com
- Commercial Bank of Qatar
Tel 44490000

- PO Box No 3232
www.cbq.qa
qatarization@cbq.qa
- Doha Bank
Tel 44456600
PO Box No 3818
www.dohabank.com.qa
hmuurad@dohabank.com.qa
- Qatar Central Bank
Tel 44456451
PO Box No 1234
www.qcb.gov.qa
alsharqihs@qcb.gov.qa
- Qatar International Islamic Bank
Tel 44840001
PO Box No 664
www.qiib.com.qa
contactus@qiib.com.qa

- Qatar Islamic Bank
Tel 44448444
PO Box No 559
www.qib.com.qa
careers@qib.com.qa
- Qatar National Bank
Tel 44407407
PO Box No 1000
www.qnb.com.qa
ahmed.kubaisi@qnb.com.qa
- Standard Chartered Bank
Tel 44248329
PO Box No 29
www.standardchartered.com
Aysha.AlShriem@sc.com

SPORT AND HEALTH

- Aspire Zone Foundation
Tel 44136856

- PO Box No 23833
www.aspirezone.qa
samer.abuzahr@aspirezone.qa
- Hamad Medical Corporation
Tel 44391908
PO Box No 3050
www.hmc.org.qa
fhaidar@hmc.org.qa
- Primary Health Care Corporation
Tel 44478741
PO Box No 26555
www.phcc.qa/portal/index
galmadani@phcc.gov.qa
- Qatar 2022 Supreme Committee
Tel 44752266
PO Box No 62022
k.alnaimi@qatar2022.qa
- Qatar Olympic Committee
Tel 44944979
PO Box No 7494
www.olympic.qa
mjamaan@olympic.qa
- Qatar Stars League
Tel 44754039
PO Box No 27277
www.qsl.com.qa
nfindlay@qsl.com.qa
- Sidra Medical and Research Center
Tel 44041970
PO Box No 26999
www.sidra.org
malmulla@sidra.org

ENERGY AND PETROCHEMICALS

- ConocoPhillips Qatar
Tel 44961236

- PO Box No 24750
www.conocoPhillips.com
Jhonny.I.Cisneros@conocophillips.com
- Dolphin Energy Limited
Tel 44949412
PO Box No 22275
www.dolphinenergy.com
kaltham.almannai@dolphinenergy.com
- ExxonMobil
Tel 44974467
PO Box No 22500
www.exxonmobil.com.qa
nasser.aljaber@exxonmobil.com
- Gasal Q.S.C.
Tel 44020400
PO Box No 24983
www.gasal.com.qa
olga.munoz@airliquide.com
- Maersk Oil Qatar
Tel 44013555
PO Box No 22050
www.maerskoil.com
doh-qatarization@maerskoil.com
- Mesaieed Power Company Ltd.
Tel 44137106
PO Box No 55191
www.qewc.com
alharami@mpower.com.qa
- Occidental Petroleum of Qatar Ltd. (Oxy)
Tel 44459459
PO Box No 22611
www.oxy.com
Hamdaal-dhawadi@oxy.com
- Qatar Aluminium Limited
Tel 44031111
PO Box No 23086
www.qatalum.com
pr@qatalum.com
- Qatar Chemical and Petrochemical Marketing and Distribution Company (Muntajat)
Tel 40211000
PO Box No 24445
www.muntajat.qa
info@muntajat.qa
- Qatar Chemical Company Ltd. (QChem)
Tel 44847111
PO Box No 24646
www.qchem.com.qa
malnunu@qchem.com.qa
- Qatar Electricity and Water Company
Tel 44858585
PO Box No 22046

QATAR FOUNDATION TRAINING OPPORTUNITIES

The organization offers a range of structured training programs to individuals at different career levels.

TRAINEE

The Trainee program is aimed at those recently leaving high school or having completed a recognized two-year diploma. Participants are developed toward initial target positions, via personal Career Development Plans (CDPs).

SPONSORED TRAINEE

Aimed at high school graduates, this program sees individuals sponsored for further studies at university, either locally or overseas.

INTERNSHIP

University students can apply for internships within Qatar Foundation. Typically two months in duration, these temporary placements allow candidates to gain experience in a professional working environment.

GRADUATE TRAINEE

Designed for those who have completed an undergraduate degree or recognized three-year diploma, this program develops individuals toward an initial target position through a CDP.

SPONSORED GRADUATE TRAINEE

University graduates are sponsored to undertake their postgraduate studies at approved universities, either locally or overseas, under this program.

QSLP RESEARCH UNDERGRADUATE TRACK

This new track seeks to support academically gifted high school leavers through their degree studies at an accredited university, under the Qatar Science Leadership Program (QSLP).

QSLP RESEARCH SCIENTIST TRACK

Science graduates are sponsored to undertake postgraduate studies, through QSLP, at approved universities here and abroad. QSLP Research Management Track Science graduates undertake a two-year program of research administration through QSLP.

QSLP RESEARCH POSTDOCTORAL TRACK

This new, highly technical QSLP track is aimed at PhD holders undertaking further research investigating issues of strategic scientific importance to Qatar and the wider region.

HIGH-FLYER LEADERSHIP PROGRAM

Aimed at outstanding graduate trainees, this program seeks to develop Qatar's next generation of leaders.

- www.qewc.com
Ibrahim.H.Alsheeb@qewc.com
- Qatar Fertiliser Company (QAFCO)
Tel 44228888
PO Box No 50001
www.qafco.com.qa
qatarcareerfair@qafco.com.qa
- Qatar Fuel Additives Company Limited — QAFAC
Tel 44766731
PO Box No 22700
www.qafac.com.qa
mfermawy@qafac.com.qa
- Qatar General Electricity & Water Corporation (KAHRAMAA)
Tel 44845555
PO Box No 41
www.km.com.qa

- mahmad@km.com.qa
- Qatar International Petroleum Marketing Company Ltd (Tasweeq)
Tel 44976111
PO Box No 24183
www.tasweeq.com.qa
zkays@tasweeq.com.qa
- Qatar Petrochemical Company (QAPCO) Q.S.C
Tel 44010000
PO Box No 756
www.qapco.com
31634@qapco.com.qa
- Qatar Petroleum Development Co. Ltd. (Japan)
Tel 44669340
PO Box No 8923
www.qpd-jp.com

- doha@qpd-jp.com
- Qatar Power Co
Tel 44996352
PO Box No 22664
www.qatarpower.net
career@qatarpower.net
- Qatar Shell GTL
Tel 44957777
PO Box No 3747
www.shell.com.qa
jamal.alammiri@shell.com
- Qatar Vinyl Company
Tel 44765888
PO Box No 24440
www.qvc.com.qa
qvc@qvc.com.qa
- Qatargas Operating Company Limited
Tel 44526000

- PO Box No 22666
www.qatargas.com.qa
infos@qatargas.com.qa
- Ras Laffan Power Company Ltd
Tel 44747350
PO Box No 22237
www.rlpc.co
salwah.albaker@rlpc.co
- RasGas Company Limited
Tel 44531409
PO Box No 24200
www.rasgas.com
national_recruitment@rasgas.com.qa
- SEEF Ltd
Tel 40134300
PO Box No 50077
www.seef.com.qa
almofatih@seef.com.qa
- TOTAL
Tel 44208221
PO Box No 9803
www.total.com
mohsen.abdulla@total.com

GOVERNANCE

- Audit Bureau – Qatar
Tel 40200000
PO Box No 2466
www.abq.gov.qa
mohammed.albaker@abq.gov.qa
- Council Of Ministers
Secretariat General
Tel 44018776
PO Box No 636
www.cm.gov.qa
shaikha.althani@cm.gov.qa
- General Directorate Of Customs
Ministry of Administrative
Development, Ministry of
Development Planning and Statistics
Tel 44594555
PO Box No 7283
www.mdps.gov.qa
haljasmii@qsa.gov.qa
- Ministry of Economy
and Commerce (MEC)
Tel 40122222
PO Box No 1968
www.mec.gov.qa
mec@mec.gov.qa
- Ministry of Endowment
& Islamic Affairs
Tel 44700000

CREATING A CAREER-PLANNING NETWORK

Qatar Career Club was developed by Qatar Career Fair (QCF) to promote a career planning culture. It has established a network of like-minded individuals, especially young people, who are keen to participate in career-related activities.

Effrosyni Parampota, Senior Activities and Volunteerism Officer, QCF, explains: "Although QCF's primary target group is Qataris aged 16 to 26, Qatar Career Club is open to all age groups and nationalities. Membership is valid for three years and priority is given to members in registering for QCF programs, which enables participants to take full advantage of the opportunities afforded," she says.

"Through the Career Club, Qatari nationals are able to join our Volunteerism Program, which gives vital experience and certified training to about 350 young people in organizing and participating in Qatar Career Fair on an annual basis."

Qatari nationals are also able to enter Career Club competitions in photography and writing, as well as the 'Estahmer' competition for young entrepreneurs.

Parampota goes on to explain how QCF activities serve to help young people invest in the future: "The QCF Lecture Series is one such example," she says. "Built around topics related to career awareness, the Lecture Series gives all, particularly Qatari youth and their parents and educators, the chance to attend expert career-related speeches and establish ongoing contacts."

You can join the Career Club by filling in the membership form at www.qatarcareerfair.com.qa

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EDUCATION

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- University Of Calgary - Qatar
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CASE STUDY



- Name:** Khalid Mohamed Al Shaikh
- Age:** 25
- Current role:** Payroll Co-ordinator, Qatar Olympic Committee (QOC)
- Time employed in current role:** 18 months
- Main duties:** My role is very varied. For example, I am employed in registering new employees' bank account

details onto the organization's system so that they receive their salary. Similarly, when an employee leaves I am responsible for calculating his/her end-of-service benefits, monitoring the payment process and then removing their details from the database. Everybody wants to receive their due salary, and I have an important role to play in ensuring that this happens.

During the last Qatar Career Fair, I was present on the QOC stand answering visitors' questions and explaining what is involved in the wide range of different roles within the organization.

What initially attracted you toward this job?

While I was studying for a degree in Business Management and Marketing at Qatar University I came on a summer training program to QOC. Several of my friends had said what a great place it was to work, and this

encouraged me to apply to come on the training program. During this placement, I spent time in different departments within the organization gaining an understanding of what each does, and this has proved useful in my current role. On finishing my degree I applied to come and work here as I already had experience of how the organization operates.

What do you enjoy most about your current role?

I particularly enjoy the atmosphere and flexibility of working at QOC. For example, I have a background in marketing and feel encouraged to put forward ideas that may be suitable for that department quite apart from those relevant to my own. Thanks to the positive atmosphere, I know that my ideas will be taken seriously.

How do you see your career developing? What are your long-term ambitions?

During my degree I took two basic accounting courses so I would like to progress my professional qualifications in due course. QOC has mapped out my career development, and part of this is the opportunity to take external courses in the future.

What is the most important piece of advice you can give to those initially developing their careers?

Find out about potential roles, careers, and companies. Ask yourself if you will feel comfortable working in that role at that company. Some people go through their whole life just working, but there should be something more to it. Find a position that will develop your experience.



STANDING OUT FROM THE CROWD

WHO BETTER TO GIVE YOU ADVICE ON TAKING YOUR FIRST STEPS IN DEVELOPING YOUR CAREER THAN YOUNG PEOPLE LIKE YOU? FIND OUT HOW THESE YOUNG PROFESSIONALS ARE BUILDING THEIR SKILLS.



- **Name:** Mohammad Al Marri
- **Current role:** Currently studying International Affairs major at Qatar University (QU)
- **Age:** 19

In choosing your career it's important to make your own decisions. My family were keen I considered a career in engineering, but I felt that it

was not for me. I therefore discussed my future career options constructively with my father. For me, my decision to major in international affairs has actually driven me to study harder as I feel that I need to prove myself to my family.

I went to Omar Bin Al Khattab School, and during this time my academic advisor Mr Ahmad Al Balam, to whom I am very thankful, encouraged me to plan my future. He invited experts from the United Kingdom and United States of America to speak on different opportunities, and we attended workshops at Qatar Foundation to find out about the universities there, as well as visiting QU. Mr Ahmad equipped us with the tools necessary to apply to universities overseas if we decided that was right for us. Personally, I chose to study in Qatar because I believe that you do not need to go outside a place in order to find out about it. The relationship and networking opportunities I am getting now could never be forged abroad.

At this stage in my career, I'm keen to keep my options open - international affairs does not just mean a role in politics. I'm in the second year of my degree and will continue to market myself subtly in order to finish my studies with two or three options. There are several ways you can build up your portfolio and skills without broadcasting your experience. I first

volunteered for Qatar Career Fair in 2012, and in 2013 I was asked to become a coordinator with the Administration Supervision team. For 2014, I am Head of the Administration Supervision team. This will be challenging, as I will be managing a team of 60 volunteers. Volunteering is definitely a challenging experience during which I am able to develop my leadership skills in motivating my team to excel.

- **Name:** Aisha Al Khulaifi
- **Current role:** Senior Media Journalist
- **Age:** 26

As a journalist, my role involves publishing and specifically writing news for the press, namely *Al-Sharq* newspaper.

Both my university professors and colleagues were instrumental in helping me make a decision to go into this profession. I actually applied for my current role during Qatar Career Fair, preparing myself for the interview by ensuring that I had knowledge of the most recent local and foreign news. This gave me the confidence to express myself clearly during the interview, as did my previous experiences of volunteering at events like Qatar National Day and Qatar Career Fair, at which I had to assist members of the press with their enquiries.

Volunteering at Qatar Career Fair has positively contributed to my career, as I have had to learn to communicate effectively and efficiently.

I firmly believe that entrepreneurship is the most active agent in career development, and so I am keen to do as much as I personally can to expand my knowledge and experience in different areas of journalism. Life is a sea of experience and learning.



Qatar Petrochemical Company (QAPCO) was established in 1974 in the south of Qatar and is a joint venture between Industries Qatar and Total Petrochemicals of France. QAPCO began full commercial production in 1981, making it a pioneer in petrochemical production in the Middle East.

QAPCO's main products are Ethylene, Low Density Polyethylene (LDPE), and Sulphur.

LDPE is considered as the most widely used type of plastic, providing innovative solutions to applications such as food packaging, agricultural films, toys, cables and wires, coating and many other products broadly used all over the planet. Thanks to its high quality and reliability, the LDPE produced in Qatar is exported all around the world, enriching the lives of millions of people.

LDPE MAKES OUR DAILY LIFE SAFER, MORE PRACTICAL AND BETTER.



LDPE

- Food packaging
- Agricultural films
- Toys
- Cables and wires
- Coating
- Many other products



IN FORTY YEARS, QAPCO HAS GREATLY CONTRIBUTED TO THE DEVELOPMENT OF QATARI TALENT, GIVING THEM THE SKILLS AND EXPERTISE TO BECOME FUTURE LEADERS.

QAPCO QATARIZATION STRATEGY

QAPCO has designed an innovative and effective approach to its nationalization strategy. Entitled the QAPCO Qatarization Strategy, this program's key objective is the delivery of a modern and sustainable local workforce. This strategy aims to realize a future for QAPCO as an Employer of Choice; an employer recognized as caring for both its employees and customers.

This strategy also supports Qatar's National Vision for 2030, as declared by His Highness Sheikh Tamim bin Hamad Al-Thani, Emir of Qatar, which defines the long-term outcomes for the country and provides a framework within which organizational strategies and implementation plans can be developed.

In 2013, QAPCO announced the official signing agreement for the Front End Engineering Design for Al Sejeel Petrochemical Complex. This is a strategic milestone in the progress of the mega-petrochemical complex, in which Qatar Petroleum and QAPCO own 80% and 20% equity interests respectively. It is scheduled for completion in 2018.

AL SEJEEL PETROCHEMICAL COMPLEX
WILL OFFER MORE THAN
1500
CAREER OPPORTUNITIES
FOR TALENTED YOUNG QATARIS



To best describe what a FUTURE with QAPCO looks like, we spoke with some of our young Qatari professionals to share their experiences and feedback about QAPCO.

HAMAD HASSEN JABER

Age: 31

Q Current role:

I am working in the Maintenance Department at QAPCO as Mechanical Static Senior Specialist, responsible for managing maintenance activities in the mechanical static execution section of the plant.

Q What does your day-to-day role involve?

- 1) To review the forecasted schedule for the day
- 2) To check and advise Plant execution specialists for detailed preparation for the scheduled job
- 3) To sort out any issues raised during the execution with other sections such as HSE, Inspection and Operation
- 4) To report to immediate management the updated status of the above
- 5) To review and discuss any issues with the total team, as well as plans for the next day

Q What initially attracted you towards this job?

Since my childhood, I've always been fascinated by machines and how they work to make life easy. From that time, I wanted to become a mechanical engineer. My personal interest, qualification and experience have helped me to successfully achieve the requirements of my job.

Q How do you feel your experience helped the success of your application in securing this job?

I joined QAPCO in 2003 under the Technician preparation program (TPP). Under this program I was able to build a strong foundation in the mechanical area, then as a first step in development the company considered me to pursue HND in Mechanical Engineering to support my experience with the required qualification.

My academic achievements in the HND program prompted the company to nominate me further for a Bachelor degree program in the same discipline.

My experience and the updated knowledge I acquired through the academic programs sponsored by QAPCO have helped me to reach where I am now.



Q What do you enjoy most about your current role?

The team spirit of the the Maintenance Department in supporting each other - mainly the support and timely advice given by my superiors.

Q How do you see your career developing? What are your long-term ambitions?

I am satisfied with the way QAPCO has developed me through my career. It's a fact that Qatar is in high need of nationals with technical qualification and experience. My ambition is to serve the company and our country at large by taking up higher responsibilities.

Q What's the most important piece of advice you can pass onto young people taking their first steps in developing their career?

Master your tasks and do more than expected, avoiding the "it's not my job" attitude. Drive and dedication will definitely brighten your future and take you to greater heights.



QAPCO HAS GUIDED ME TO BUILD MY CAREER BY DEVELOPING ME FROM THE ENTRY LEVEL AS A TECHNICIAN AND FURTHER SUPPORTING ME THROUGH MY CAREER WITH THE RIGHT QUALIFICATION AND ON-JOB EXPERIENCE.

AHMED KHALID AL QATTAN

Age : 19

Q What initially attracted you towards this job?

I have always believed that "Safety First" should be everyone's goal, because a serious workplace injury or death changes lives forever - for families, friends, communities, and co-workers. Human loss and suffering is immeasurable. Every person who leaves for work in the morning should expect to return home at night in good health.

Q How do you feel your experience helped the success of your application in securing this job?

Upon my graduation from High School, I decided to fulfill my dream of becoming an employee in the Health & Safety sector. I applied for a job at QAPCO where I knew my goal would receive the interest it deserves. I was accepted and was impressed by how positive and genuine the interviewer was, telling me everything about the job, the company, and the multiple opportunities for development and promotion within QAPCO. I decided immediately that QAPCO was the company I was looking for.



WITH ALL THE SUPPORT PROVIDED BY QAPCO, I AM SURE THAT I CAN CONTRIBUTE TO THE SAFETY CULTURE AT QAPCO IN ADDITION TO DEVELOPING MY CAREER.

Q How do you see your career developing?

I started my job at QAPCO as an Assistant Safety Agent in the Health and Safety Department at the beginning of 2013. Part of my development plan is to direct and carry out daily checks to ensure safe working conditions and practices for all work activities in all of the company's areas. I am also responsible for ensuring that appropriate checks and testing of safety equipment in the plants is carried out and that QAPCO's safety regulations and procedures are followed.

I was properly guided and directed by a mentor who is an expert on the subject. QAPCO Learning & Development department has now nominated me to receive support in studying for a Bachelor degree in Safety Engineering which will help me to continue to accomplish my job development according to QAPCO standards.

2013 ACHIEVEMENTS

QAPCO made significant progress towards achieving its Qatarization strategy in 2013.

This has initiated the identification of certain key measurements and objectives, aligned to the energy and industry sector. It not only serves as a blueprint for Qatarization, but also recommends measurements.

Part of these measurements are to support and liaise with the educational sector to promote the industry to students at all levels.

QAPCO has a strong belief that such commitment with the education sector and institutions of Qatar will reflect positively with new generations of students, increasing their knowledge and awareness.. To support this further, Memoranda of Understanding have been established with:

- Qatar University
- Texas A&M University at Qatar
- Community College of Qatar
- Omar bin Al Khattab Educational Complex
- College of the North Atlantic
- Qatar Independent Technical School

These initiatives enable many events and programs to be implemented for the benefit of students. Also, to meet the evolving needs of, and to work in line with, Qatar National Vision 2030, QAPCO provides scholarship opportunities to Qatari students seeking to pursue their higher education.

These opportunities can be based either at a local university, such as Qatar University or Texas A&M University at Qatar, or at an overseas university in the US or UK. QAPCO recruited 35 new scholarship students during 2013, in both science and arts disciplines.

LET'S SHAPE TOGETHER THE FUTURE WE DESIRE

www.qapco.com