

Country General Manager

Job Title	Country General Manager		
Division	Corporate		
Department	Corporate		
Section	Corporate		
Location	IBU-UAE	Direct Reports	IBU Managers
Reports To	Director -IBU	Version Number	1
External Relations	Customers	Guide Number	
Internal Relations	All Departments	Job Code	

Basic Function

Overseeing daily business activities, improving overall business functions, training heads of departments
 Managing budgets, developing strategic plans, creating policies, and communicating business goals.
 Working to improve efficiency and increase profits, handles the overall operations of a company or division.
 Employing marketing strategies, and many other facets of the business.

KEY Responsibilities

Core

- Allocating budget resources
- Formulating policies
- Coordinating business operations
- Monitoring and motivating staff
- Managing operational costs
- Ensuring good customer service
- Improving administration processes
- Engaging with vendors
- Hiring and training employees
- Identifying business opportunities
- Monitoring financial activities
- Maintaining relationships with clients
- Increasing staff productivity
- Improving service
- Ensuring sustainability
- Meeting business objectives.
- Researching and identifying growth opportunities.
- Generating reports and giving presentations

- Researching and identifying growth opportunities.
- Analyzing accounting and financial data.
- Evaluating performance and productivity.

EHS

- Understand and adhere to the company's environmental and safety policies.
- Regularly attend safety training and awareness sessions.
- Always use personal protective equipment (PPE) where required.
- Immediately report any environmental or safety concerns.
- Actively participate in emergency drills and respond as trained.
- Be aware and comply with all legal requirements related to environmental health and safety.
- Encourage colleagues to adopt safe and environmentally friendly practices

Competencies - Professional and Technical

Behavioral Competencies

Decision Making	Level 5
Influence	Level 5
Risk Management	Level 4
Team Leadership	Level 5
Visioning & strategic Direction	Level 5

Competencies – EHS

Knowledge of basic environment health and safety requirements
EHS corporate objectives awareness
Awareness of EHS requirements in the QEHS management systems
Have attended EHS awareness training (if applicable)
Awareness of Environment Health Safety incident reporting

Organizational Competencies

Intermediate

*Refer the Organizational Competencies Dictionary in GUIDE (Doc# 6244)

Decision Making

Key Performance Indicators (KPIs)

Abide by the goal setting forms (Individual KPI'S) of the current financial year

Qualification : Education and Experience

Bachelor's Degree (Preferred specialization in their field of work). (Those in finance/ accounting jobs must be a CPA or equivalent.). At least five (5) years of relevant work experience, 2 years of which should be in managerial capacity, preferably in the same industry.

or

Diploma, certificate courses with over 8 years industry experience of which at least 2 years has been in management position

or

Diploma, certificate courses with over 10 years industry experience of which at least 4 years has been in Supervisory position

*Note: Industry Experience wherever its applicable

Date Of Release

Prepared By:	Reviewed by:	Approved by:	Endorsed by:

Updated by:	Date:	Approved by:	Date:
Employee Name:			

I hereby confirm my utmost commitment in fulfilling all the requirements including above and any amendment to this document.

Management reserves the right to amend the Job description at any time without prior notice.

Signature:	Date: