

Public Relation Officer			
Job Title	Public Relation Officer		
Division	HRA		
Department	HRA		
Section	HRA		
Location	IBU-UAE	Direct Reports	
Reports To	Supervisor HR & Admin	Version Number	1
External Relations	Gov't Offices & Vendors	Guide Number	
Internal Relations	Finance, Operations	Job Code	

Basic Function

Ensuring timely accomplishment of all government relations related activities. Fully understand, drive and promote SMSA Vision, Culture and Values.

KEY Responsibilities

General

- Execute all activities relating to GR including filing systems.
- Get acquainted with GR-related rules and regulations.
- Ensure compliance with government rules and regulations impacting the company.
- Execute new application and renewal of employee visa, labour contracts, and residence permits.
- Assisting with employee-related matter involving Police, Health Authority, and Road Transportation Authority.
- Point of contact to coordinate with the rental companies for new vehicle request replacement, maintenance, and monitoring all company fleet vehicles.
- Perform general company procurement process, vendor identification and evaluation and maintenance contracts.
- Overall facility coordination, management and maintenance.

Government Relations

- Ensure executing of the resident permit renewal of all the employees of SMSA UAE.
- Ensure conducting sponsorship transfers & Information transfer on behalf of the employees of SMSA
- Process of renewal of lease agreement and license renewal of all SMSA Facilities.
- Issue requests to finance for sponsorship transfer fees.
- Conduct profession/occupation status change from the passport authority on behalf of SMSA.
- Update of information in the Governmental records for the dependents.
- Ensure Issue and renewal labor card and related correspondence with labor office to get approval for sponsorship transfer.
- Process residence visa, visa change status and visa cancellation.

- Visit Government departments such as Ministry of Labor to settle employee legal related matters (Legal Case).
- Execute the driving license procedure on behalf of the employee.
- Be aware of government rules and regulations that might affect the Company personnel policies and procedures.

Fleet

- Responsible of maintaining accurate and updated fleet records through constant follow up with regional fleet supervisors to update the new vehicles received and archived the vehicles finally returned due to contract expiry.
- Checking the rental company invoices received on monthly basis and updates the Finance department of any discrepancies found before advising finance department to issue either debit or credit notes.
- Checking the traffic violations registered under Company computer number or through the rental company invoices in direct coordination with regional fleet supervisors and finance department.
- Maintaining monthly accident report and forward it to the QRM department.
- Ensure new received vehicles are entered in the master files and the expired contract vehicles final returned date are recorded.
- Proper filing of all correspondences related to fleet
- Maintain and follow up purchasing items requested by fleet department and ensure its delivery to the requester.
- Follow up with the rental companies the renewals of vehicle's expired registration card, authorization and insurance documents needed in the car.
- Arrange vehicle branding.

HR

- Receive and distribute of ID cards from HQ to all employees
- Notify the employees for the joining date
- Send notification of expiring Residence Visa to the department manager
- Compile and update employee records (hard and soft copies)
- Deal with employee requests like leave form, clearance form etc.

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 Competencie

Adaptability	Level 3
Communication	Level 3
Influence	Level 3
Initiative	Level 3
Stress Management	Level 3

Technical Competencie

Language Proficiency knowledge (English)	Intermediate
Learning & Development Knowledge	Intermediate
Local Regulations Compliance Knowledge	Advanced
MS Office (Excel, Word, PowerPoint, Visio, Outlook) Knowledge	Intermediate

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

Beginner

**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

Diploma (Preferred specialization in their field of work) at least Two (2) years of relevant work experience, 2 years of which should be in Level-04 capacity, preferably in the same industry.

or

Certificate courses with over 3 years industry experience of which at least 2 years has been in Level-04 position

or

Certificate courses with over 4 years industry experience of which at least 2 years has been in Level-03 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: