

Officer - Government Relations Management

Job Title	Officer		
Division	Corporate Division		
Department	Legal Department		
Section	Government Relations Management		
Location	Head Office	Direct Reports	---
Reports To	Government Relations Supervisor-Legal	Version Number	1
External Relations	Municipality, Civil defense, Police station, Ministries	Guide Number	6967
Internal Relations	All Departments	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

- Get acquainted with GR-related rules and regulations.
- Ensure compliance with government rules and regulations impacting the company.

Government Relations

- Ensure executing of the issue of the entire SMSA related license.
- Ensure executing of the renewal of the entire SMSA related license.
- Visit Government departments to settle company related matters.
- Be aware of government rules and regulations that might affect the Company policies and procedures.
- Expired License Percentage not to exceed the ratio

EHS

- Coordinate and Participate in the departmental EHS system activities including hazard identification, safety awareness and procedures implementation, waste management, environmental aspects identification, and EHS audits
- Actively participates in the development and implementation of EHS objectives & programs
- Participates in the emergency response plan
- Actively participates in the EHS audits / inspections. Take a major role in incident reporting & investigation
- Coordinate and participate in the paper and other recycling programs

Business Continuity

- Attend and actively participate in all business continuity training and awareness programs.
- Understand the facility's business continuity plans and procedures.
- Act according to the emergency response procedures during drills and actual events.

- Report any observed risks or potential threats to the continuity of operations to the designated officer.
- Adhere to data protection policies to ensure the integrity and confidentiality of sensitive information.
- Acknowledge roles and responsibilities during an incident to ensure effectiveness by understanding the business continuity programme.
- Recognize an incident or crisis.
- Alert incident or crisis responders (including emergency responders as appropriate).
- Escalate action to the incident or crisis management team.
- Respond appropriately to specific threats.
- Respond appropriately when evacuated from the site.

Competencies - Professional and Technical

Behavioral Competencie

Adaptability	Level 2
Teamwork	Level 2

Technical Competencie

MS Office (Excel, Word, PowerPoint, Visio, Outlook) Knowledge	Intermediate
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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

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:

