

## Director - Strategic Projects Management

Job Title	Director		
Division	Corporate Division		
Department	Strategic Projects Department		
Section	Strategic Projects Management		
Location	Head Office	Direct Reports	None
Reports To	Strategic Project Director "SPD"		Version Number 1
External Relations	Various Ministries, Government, and Semi-Governments		Guide Number 6975
Internal Relations			Job Code

### Basic Function

- To develop new business opportunities in line with both SMSA's line of services and Saudi government's national transformation program "NTP 2030";
- To provide business opportunities and financial advice on significant mergers, acquisitions, restructurings, and financings, which will help the company achieve its strategic and business objectives.

### KEY Responsibilities

#### Core

- To develop and implement business development strategy covering various ministries, government and semi-government entities including major corporate houses.
- To develop new business opportunities in line with SMSA's line of activity made available as part of Saudi government's implementation plan of vision 2030.
- To identify opportunities, develop, define, negotiate and close business relationship and secure contractual agreements with various entities.
- To develop and manage annual plan and budget.
- To achieve and monitor assigned KPI's.
- To pursue new projects.
- To monitor projects under mobilization.
- To prepare feasibility of projects as might be needed.
- To define high-level requirement of relevant projects.
- To support and work with finance team for the preparation of proposals.
- To follow up with various entities to close/finalize the deal.
- To prepare monthly action list report.
- To visit various entities for prospecting new opportunities.
- Identify prospects in various sectors.
- To make periodic visits to projects to ensure smooth operations.
- To provide customized logistics and industry solutions in the areas of supply chain management, warehousing, distribution center, value added services, and lead logistics to potential targeted entities.

- To develop and implement strategy for continuous improvement.
- To identify business opportunities that are in line with the organization's strategic direction to optimize its sustainable growth.
- To perform other assignments as might be assigned by management from time to time
- MOUs signed
- Investments made/close
- Strategic projects made/closed
- Reports produced

## 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
- Participates in the emergency response plan
- Coordinate and participate in the paper and other recycling programs

## Business Continuity

- Providing leadership, commitment, support, and resources to the BCMS.
- Assign responsibilities and authorities for other BCMS roles.
- Establishing and communicating the BC policy.
- Ensuring the performance of the BCMS is monitored, reviewed, and continually improved.
- Promoting and contributing to the BC culture

## Competencies - Professional and Technical

### Behavioral Competencie

Adaptability	Level 4
Analytical Thinking	Level 4
Networking/Relationship building	Level 4
Planning & Organizing	Level 4
Risk Management	Level 3
Visioning & strategic Direction	Level 4

### 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

Advanced

*\*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).Must have at least ten (10) years of related work experience, 5 years of which should be in senior managerial/ executive capacity

Date Of Release

Prepared By:	Reviewed by:	Approved by:	Endorsed by:
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Employee Name:
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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.

<b>Signature:</b>	<b>Date:</b>