

Governmental Relation Officer

Job Title	Governmental Relation Officer		
Division	Human Resources		
Department	Human Resources		
Section	Human Resources		
Location	IBU-Egypt	Direct Reports	
Reports To	Manager – HR & Admin	Version Number	1
External Relations	NOSI	Guide Number	
Internal Relations	All Departments	Job Code	

Basic Function

Ensuring timely accomplishment of all government relations-related activities. Fully understand, drive, and promote SMSA's vision, culture, and values.

KEY Responsibilities

General

- Execute all activities relating to GR including filing systems, mail, and purchase.
- Get familiar with GR-related rules and regulations.
- Ensure compliance with government rules and regulations impacting the company.

Government Relations

- Issue and renew all retail centers' commercial and VAT licenses
- Visit all Government departments such as Police, Traffic Police, and municipality to settle employee and company-related matters.
- Follow, renew, maintain all company documents such as CR, Tax, etc
- Provide a report on a monthly basis for all government relations processes
- Arrange accommodation, pickup from the airport to accommodation of the company visitors.
- Issue bank account opening letters for the employees to open their bank accounts.
- Handle GOSI-related subscriptions and termination.
- Pay and monitor the monthly fees of GOSI subscriptions.
- Deal with health Insurance-related matters, and monitor the adding and removing of employees through the medical network.
- Be aware of government rules and regulations that might affect the company personnel policies and procedures.
- Fulfill all (labor office registration letters) and hand them to where the employee labor office is located.
- Review all the contracts on the legal side before sending them to HQ in Saudi.
- Follow up on all traffic violation payments and clear them from company record.
- Responsible for purchasing all materials for renovating all the company's new locations.

- Support in any legal cases.
- Ensure all hiring documents are complete
- Submit all required reports in timely manner

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**

Networking/Relationship building	Level 2
Risk Management	Level 2

Technical Competencie

Investigation Knowledge	Intermediate
Liaising and Negotiating knowledge	Intermediate
Local Regulations Compliance 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:
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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: