

Officer - Chairman Support

Job Title	Officer		
Division	Corporate Division		
Department	Corporate Management Department		
Section	Chairman Support		
Location	Head Office	Direct Reports	--
Reports To	Manager – SMSA HRMS	Version Number	1
External Relations	--	Guide Number	6962
Internal Relations	--	Job Code	

Basic Function

Planning, directing, and coordinating human resource management activities to maximize the strategic use of human resources and maintain functions such as employee compensation, recruitment, personnel policies, and regulatory compliance. Fully understand, drive and promote SMSA vision, culture and values.

KEY Responsibilities

General

- Manage and ensure implementation of Personnel policies and forms to help the organization achieve its HR Goals.
- Conduct surveillance and assessment of the company to ensure systems comply with ISO standards.
- Provide current and prospective employees with information about policies, job duties, working conditions, wages, opportunities for promotion, and employee benefits

Core

- Maintain staff personnel record.
- Maintain a filing system for all documents.
- Maintain records and compile statistical reports concerning personnel-related data such as hires, transfers, performance appraisals, and absenteeism rates.
- Prepares the personnel section KPI on monthly basis.
- Monitor attendance and Overtime.
- Conduct exit interviews to identify reasons for employee termination.
- Serve as a link between management and employees by handling questions, interpreting and administering contracts, and helping resolve work-related problems.
- Explain and educate the company staff members about new or changes in government rules and regulations and their impact on them
- Prepare Hold salary report
- Ensure Saudi employees' enrollment in GOSI

Admin Service

- Plan, direct, supervise, and coordinate work activities of staff relating to employment, labor relations, and employee relations.

Reports

- Consolidate and analyzes data, On-time delivery of daily, weekly and year-end report.
- Monthly HR /Department KPI report

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 3
Networking/Relationship building	Level 3
Resource Management	Level 3
Technical Competencie	
Compliance Management 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 <i>*Refer the Organizational Competencies Dictionary in GUIDE (Doc# 6244)</i>

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:
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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.

Signature:	Date: