

Regional Supervisor - Facilities Management

Job Title	Regional Supervisor		
Division	Human Resources and Administration Division		
Department	Administration Department		
Section	Facilities Management		
Location	Head Office	Direct Reports	
Reports To	Director Administration	Version Number	1
External Relations	Government organizations	Guide Number	7014
Internal Relations	All departments and branches	Job Code	

Basic Function

Effectively and efficiently supervising and coordinating all activities related to administration services. Fully understand, drive and promote SMSA vision, culture and values.

KEY Responsibilities

General

- Plan, direct and supervise all activities relating to administration including telecommunications and payment of administrative expense bills.
- Ensure compliance with government rules and regulations impacting the company.
- Direct and supervise administration services staff and motivate them to carry out their duties in the best manner.
- Maintain and regularly improve the company Administration Policies and Procedures.
- EHS Alignment
- Ticketing system
- Cleaning satisfaction ratings

Administration Services

- Renovate SSC (SMSA Service Centers) and offices.
- Renewal facilities contract.
- Administer appropriate documents responding to traffic accidents.
- Solve issues such as of power cuts by discussing with the supplier of the service.
- Follow-up on bills of the company (electricity, telephone, etc.) to ensure payment.
- Advise Finance Department about payment of office rents, insurance premiums, telecommunication services.
- Renew contracts of rent branches of the company.
- Arrange for necessary support of activities and events hosted by the company.
- Ensure efficient provision of any other administrative type of services as per the instructions of the Director of Administration.

Maintenance

- Initiate, implement, and manage the maintenance program with an emphasis on planning/scheduling and preventive/predictive maintenance.
- Supervise installation of the boards of the branches of the company.
- Supervise maintenance and cleanliness activities of office facilities in accordance.
- Ensure corrective maintenance problems are resolved date of receipt.

Safety

- Direct, maintain, and enforce safety program for the maintenance department;
- Review safety records to uphold standards of maximum safety for all maintenance.
- Ensure the office premises have equipment for security and fire prevention and they are in good working conditions.

Others

- Perform follow-up checks to verify suppliers and pay them in coordination with the Department of Finance

Reports

- Regularly report to the Director of Administration about activities related to administration services.

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 Competencies

Adaptability	Level 2
Communication	Level 3
Initiative	Level 2
Risk Management	Level 2

Technical Competencies

Language Proficiency knowledge (Arabic)	Intermediate
Language Proficiency knowledge (English)	Intermediate
Maintenance Systems & Programs Knowledge	Advanced
Management of Health & Safety 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

Intermediate

*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).(Those in finance/ accounting jobs must be a CPA or equivalent.), At least four (4) years of relevant work experience, 2 years of which should be in Supervisory capacity, preferably in the same industry.

or

•Diploma, certificate courses with over 4 years industry experience of which at least 2 years has been in Supervisory position

or

•Diploma, certificate courses with over 5 years industry experience of which at least 2 years has been in Level-05 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: