

Supervisor - Utilities Management

Job Title	Supervisor		
Division	Human Resources and Administration Division		
Department	Administration Department		
Section	Utilities Management		
Location		Direct Reports	
Reports To	Administration Facilities Manager	Version Number	1
External Relations		Guide Number	7017
Internal Relations		Job Code	

Basic Function

Supervising and coordinating activities related to Administration services such as Company telephone/mobile/data applications. Including bills monitoring and lines maintenance issue. Fully understand, drive and promote SMSA vision, culture and values.

KEY Responsibilities

Core

- Follow-up on bills of the company (electricity, telephone, etc.) to ensure payment.
- Monitoring of bills including lines for any maintenance issue.
- Ensure efficient provision of any other administrative type of services as per the instructions of the Director of Administration.
- Activities related to Administration services such as Company telephone/mobile/internet/data sim card applications.
- Processing of applications for utilities

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 Competence

Communication	Level 2
Conflict Management	Level 3
Continuous Learning	Level 2
Creative Thinking	Level 3

Technical Competence

Forklift operating knowledge	Intermediate
Management of Health & Safety Knowledge	Intermediate
MS Office (Excel, Word, PowerPoint, Visio, Outlook) Knowledge	Intermediate
Vehicle technical 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:
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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: