

Translation Executive - Gateway Operations Processing

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| Job Title | Translation Executive | | |
| Division | Transportation Operations Division | | |
| Department | Gateway and Clearance Department | | |
| Section | Gateway Operations Processing | | |
| Location | Head Office | Direct Reports | None |
| Reports To | Gateway Manager | Version Number | 1 |
| External Relations | None | Guide Number | 7309 |
| Internal Relations | Operations | Job Code | |

Basic Function

Providing professional translation services from the Source language into the Target language and support to other business units. Fully understand, drive and promote SMSA vision, culture and values.

KEY Responsibilities

General

- Convey contents of the source language into the target language taking into account that the translation should be: a.) accurate, b.) reliable, c.) appropriate.
- Providing professional translation services from the source language into the target language & support other units
- Retain and develop expert knowledge on specialist areas of translation.
- Prioritize work to meet deadlines.

Core

- Read through original material and rewrite it in the target language, ensuring that the meaning of the source text is retained.
- Develop translation agreements, letters, department's policies and procedures, etc.
- Ensure translated version conveys the meaning of the original as clearly as possible.
- Adhere to established rules regarding factors, such as word meanings, sentence structure, grammar, punctuation, and mechanics.
- Use specialist dictionaries, thesauruses and reference books to find the closest equivalents for terminology and words used.
- Employ appropriate software for presentation and delivery.
- Research legal, technical and scientific phraseology to find the correct translation.
- Use the internet and email as research tools throughout the translation process.
- Liaise with managers to discuss any unclear points.
- Consult with experts in specialist areas.
- Proofread and edit final translated versions.

- Provide managers with a grammatically correct, well-expressed, final version of the translated text, usually as a word-processed document.
- Staff survey

EHS

- 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
- 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

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| Adaptability | Level 2 |
| Communication | Level 3 |
| Initiative | Level 3 |
| Teamwork | Level 2 |

Technical Competencie

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| Knowledge of customs procedure | Beginner |
| Language Proficiency knowledge (Arabic) | Intermediate |
| Language Proficiency knowledge (English) | Intermediate |
| 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

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

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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.

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| Signature: | Date: |
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