

<b>Position title</b>	SP advisor
<b>Position status</b>	Local
<b>Position reports to</b>	ER-SP lead
<b>Department</b>	HR
<b>Rotation pattern</b>	5\2

#### **Job purpose**

- Assist, follow up all activities related to implementing welfare projects in the communities close to the field.
- Assist SP team in all social activities related to the daily operations inside the field that would ensure the social stability of the business and mitigate\ reduce the negative impact of the operations on the communities.

#### **Duties and responsibilities**

- Work with SP team in order to ensure consistent alignment for the Company perspective in implementing welfare projects in the closed impacted communities.
- Assisting SP team in follow up and implementing all the clauses of the contract with third party contractor that would undertake welfare projects within the time and budget limit.
- Work with finance management to ensure all necessary information is available to meet internal communication needs for the project and ensuring accurate delivery \ archiving of required documents for the projects
- Tracking all actual costs submitted by third part contractor and analyzing them in coordination with SP team and finance Dept.
- Assist in recommendations suggestions \ solutions for SP team and the client relating to projects planning and budgeting.
- Proactively driving continuous program improvement and development, using knowledge and experience of welfare projects and relevant sectors to identify the best ways for delivery and costs saving.
- Ensure best tracking system for projects progress, diagnose and suggest solutions to overcomes any obstacles that may delay the delivery of the projects to the communities.
- Assist in tracking, delivery and archiving all documents related for the projects with the third-party contractor and beneficiaries of governmental directorates\ communities
- In coordination with the SP team, assist in identifying and assessing social needs for the communities specially for welfare projects
- Ensure to register any complaint by any stakeholder concerning any issue related to the implementation of welfare social projects. Creating tracking system for complaint following up and solutions delivery.
- Assist in preparing multi reports concerning the progress of welfare implementation on weekly and monthly basis.
- Undertaking audits with the SP team and BOC, as required, and providing all necessary assistance at all times.
- Assist SP team to daily activities and operations inside the filed.

- Assist SP team in delivering any business required by other departments that would sustain the positive image of the company and solve any issue that may delay the delivery of the business.
- Assist SP team in finalizing any issue with Labor Office, MOFA, Social Security and other public authorities upon the need and the requirements of the business.

#### **Qualification & Training requirements**

- Bachelor degree in engineering or related department with 5 years experiences in implementing welfare social projects like NGOs.

#### **Experience**

- Very Good understandings in communications skills and analysis to the different perspectives of stakeholders concerning the implementation of welfare projects
- Able to delivery end-to-end consistent services specially about monitoring the projects in alignment with cost and contract clauses with the third party.

#### **Language proficiency, computer and software skills**

- MS Office:
  - Excel – advanced
  - Word – Intermediate
  - Power Point – advanced
  - English(excellent)

#### **Skills**

- Proven work skills
- Communication skills
- Presentation skills
- Focus on continuous self-learning and improvement
- Ability to work cohesively and communicate successfully in multi-cultural teams whilst being aware of and sensitive to cultural differences
- Demonstrable experience in the ability to prepare meaningful reports, that would summarize all the activities related to the assigned job.

<b>Position title</b>	ER advisor
<b>Position status</b>	Local
<b>Position reports to</b>	ER lead- HR manager
<b>Department</b>	HR
<b>Rotation pattern</b>	5\2

#### **Job purpose**

- Enhance AOS reputation and provide solutions to resolve key business issues through effective use of media, government, NGOs and other stakeholders' engagements.
- Manage all Public relations activities, sponsorship, event management and CBR (Cooperate Business Responsibility) in Majnoon.

#### **Duties and responsibilities**

- Build partnerships with external stakeholders and media specialists to maintain and enhance a positive image of the company and ensure active representation of company on public fronts.
- Ensure effective usage of communication tools such as print media, press release and social media.
- Proactively creates the corporate identity for the company through traditional and new media channels. Writing and editing of event scripts, speeches, shareholder documents and reports, advertising and promotional materials, press releases, interviews and any other external communications.
- Develop creative plans for internal communications and employee involvement as needed.
- Creating communications plan that would maintain the positive image of the company in case of crisis and unforeseen events.
- Ensure positive communication and education with all stakeholders to ensure harmony and acceptability of new organizational initiatives in a constructive and sustainable manner.
- Being a change activist and ensure a culture of open and clear communication across the company.
- Working with managers of the business and other top executives, to review public communications and ensuring a consistent brand identity and message.
- Analyze and identifies the key government contacts. Understand in detail the structure, operations, rules and processes of relative external institutions including the workings of committees, legislative forums and working parties.
- Search and finding out the needs of the stakeholders so as to design the CBR project aligning with that need.
- Taking into consideration the plan(s) for the changes and fluctuations of issues related to the business.

- Acts as a point of expertise and source of information for sustainability & CBR related developments and trends for function heads.
- Ensure that support requests from NGO's and other community parts are given ethical, uniform and consistent treatment.
- Co-ordinates the voluntary contributions and work of company staff in major CBR
- Preparing successful stories that would draw the positive attention of the observer about the presence and the operations for of the company in the field of work.

#### **Qualification & Training requirements**

- Bachelor degree in media or related field of studies.

#### **Experience**

Minimum 3 years' experience in media management Function.

- Very Good understandings in communications skills and analysis to the different perspectives of stakeholders
- Able to prepare and edit statements and communiques related to business operations that would defend and enhance the reputation of the company.

#### **Language proficiency, computer and software skills**

- MS Office
- Excel – advanced
- Word – Intermediate
- Power Point – advanced
- English(excellent)

#### **Skills**

- Proven work skills
- Communication skills
- Presentation skills
- Focus on continuous self-learning and improvement
- Ability to work cohesively and communicate successfully in multi-cultural teams whilst being aware of and sensitive to cultural differences
- Demonstrable experience in the ability to prepare meaningful reports, that would summarize all the activities related to the assigned job.
- Able to prepare and edit documents related to general communiques.