

Role summary

As a Government Relations Officer, you will be responsible for managing tasks based on the instructions from Proven and Company by enhancing the relationship with the relevant government Authorities. You will work closely with Proven team and internal stakeholders to ensure compliance with applicable regulations and laws and develop and implement strategies that promote the Company's interests and objectives.

Role Definition

Job title: Government Relations Officer
Reporting to: Legal

Responsibilities

- Act as a liaison between the company and government authorities at all levels.
- Develop and maintain strong relationships with Government officials and regulatory bodies.
- Stay up-to-date with the latest rules and regulations and best practices in government portals such as Qiwa, Muqem, MHRSD, MOFA, MISA, ETIMAD, etc.
- Monitor and analyse relevant policy developments and changes that may impact the company operations, such as Nitaqat, Saudization job titles, etc., and liaise with Proven.
- Provide and share the changes you observed with Proven with regulatory bodies related to compliance issues and government affairs matters.
- Coordinate and participate in meetings, events, and other activities related to the company and Proven.
- Manage and maintain the company's government affairs database, including tracking Legal Licenses, Block Visa quota, Employees Records, Transfers, and Iqama renewals etc. and regulatory developments and maintaining accurate records of all government-related activities.
- Monitor changes in regulatory requirements and provide guidance to the company on compliance.
- Strong knowledge of government processes and regulatory frameworks and experience working with government authorities.
- Excellent communication and interpersonal skills, with the ability to effectively communicate complex issues.
- Contribute, or otherwise assist, as required
- Equity, diversity & inclusion (EDI) is a core priority. To support and champion the embedding of this focus as a collective workforce responsibility, EDI should be integrated, where relevant, into all workstreams.
- Thorough knowledge of and compliance with F+P procedures and standards

Qualities and Skills required

- Able to demonstrate ability to undertake the above responsibilities
- Legally able to work in the country in which the position is based
- Proven experience in government relations, public affairs, or a related field.
- Familiarity with the regulatory environment and government processes/portals.
- Experience in dealing with government authorities and managing relationships with stakeholders.
- Excellent organisational skills
- Able to manage sensitive and sometimes confidential information
- Self motivated and able to take responsibility
- Able to demonstrate initiative and a proactive approach to daily tasks
- Good interpersonal skills and able to work independently and as part of an effective team
- Flexible attitude

- Able to build good relationships at all levels, internally and externally
- Resilient to cope with conflicting demands, able to prioritise duties and work effectively under pressure.
- Able to work as part of an effective team assisting and supporting team members

Qualification

- University Degree
- Minimum of 2 years' experience in HR/Government Relations role
- Fluent in English and Arabic

This description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the group/department may be required in addition to changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognise this and adopt a flexible approach to work. Job descriptions will be reviewed regularly and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the post holder.