

## Base Load Job Description

Position Title	Base Load - Personal Assistant RLOC
Department	Projects
Section	Technical - RLOC
Supervisor	Superintendent, Projects & Technical RLOC
Minimum Educational Qualification Required	Diploma in Business Administration, or any related field
Minimum Work Experience Required	1-3 years of relevant experience
Grade Band	A
Date Prepared / Revised on	August 2025

### **Job Purpose:**

Provide a wide variety of administrative support to the Superintendent and Section. Is responsible for all office and administrative services in the Section through teamwork and effective communication.

### **Key Responsibilities:**

- Prepare documents, forms, applications etc. based on requests received by Departments.
- Read and analyse incoming e-mails, faxes, memos, Invoices, submissions, and reports to determine their significance and plan their distribution and action.

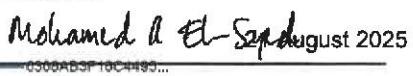
- Produce a variety of correspondence, reports and presentations using the appropriate software for word processing, graphics, and spreadsheets.
- Screen telephone calls, letters, and/or visitors, answer routine questions, and provide information, when possible.
- Route or answer routine correspondence not requiring Superintendent's attention.
- Request stationery and office supplies inventory and distribution for the Section
- Prepare reports on attendance, leaves and work schedules.
- Collect all required documents from the Department employees to apply for gate pass issuance.
- Manage all manual approvals as requested and Arrange plant visit for our Stakeholders.
- Ensure compliance with regulatory requirements and relevant quality, health, safety, security and environmental procedures and controls across the Section to guarantee employee safety and delivery of high-quality products/services.

**Other attributes:**

- Excellent verbal and written communication skills.
- Attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to prioritize tasks.
- Ability to act with integrity, professionalism, and confidentiality.
- Proficient with Microsoft Office Suite or related software.
- Knowledge of using HRIS (e.g., Success Factors).

**Approvals:**

Signed by:

 Mohamed A El-Sayed  
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A/ Superintendent, Projects & Technical RLOC

DocuSigned by:

 Tareq Zaman  
24 August 2025  
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A/ Head, HC Strategy & Reward



Human Capital Manager

## Base Load Job Description

Position Title	Base Load – L&D Specialist
Department	Human Capital
Section	Learning & Development
Supervisor	Head, Learning & Development
Minimum Educational Qualification Required	Bachelor's degree in Human Resources, Business Administration, or any related field
Minimum Work Experience Required	5-7 years of relevant experience
Grade Band	D
Date Prepared / Revised on	July 2025

**Job Purpose:**

The Learning and Development Specialist co-ordinates learning needs analyses; schedules, plans, and activates competency-based Learning programmes for employees at all levels.

- Post-qualification relevant experience in Learning and Development as a Learning Activator, Project or Programme Coordinator.
- Working knowledge of SAP SuccessFactors LMS.
- Proficient in Microsoft Office Suite- Excel (Advanced) and PowerPoint (Advanced).
- Proficient in MS Projects or similar Planning, Scheduling and Reporting tool(s) and/or software package(s).

### **Key Responsibilities:**

- Plans, co-ordinates and documents Needs Analyses processes and activities.
- Provides first-level guidance to employees and line managers on learning solutions to address competency development requirements.
- Co-ordinates with external partners and service providers to fulfil company-wide and department-specific training plans.
- Collaborates with internal team, other departments, and external partners to provide a schedule of programs that address the Company's main competency development needs.
- Plans, schedules, co-ordinates and activates Learning Programmes and Projects using SAP SuccessFactors LMS.
- Compiles and distributes learning materials and comms.
- Administers, collects, and analyses post-programme feedback from participants and/or line managers of participants and/or vendors and facilitators.

Conducts After-Action reviews for the purpose of continuous learning, delivery, improvement and enhancement.

### **Other attributes:**



- Demonstrates proficient levels of self-awareness (EQ), social and cultural intelligence.
- Experience working with multiple demanding stakeholders.
- Strong verbal and written communication skills, with an ability to adapt communication styles to different audiences, keep internal and external stakeholders informed and manage expectations.
- Deadline-driven, with strong organization and time management skills.
- Structured, logical, and methodical.
- Numerical accuracy and keen attention to detail
- Ability to apply appropriate discretion and judgement when handling sensitive or confidential information.

## Approvals:

DocuSigned by:

*Yasirah Sakadayan* 23 July 2025

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Head Learning & Development

DocuSigned by:

*John Taitijyanis* 23 July 2025

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Head, HC Strategy & Reward

DocuSigned by:

*Ali S Al-kuwari* 24 July 2025

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A/ Human Capital Manager