

Saudi Arabia Jobs Expertini®

Government Affairs Manager

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Company: Khatib & Alami (Al Khobar)

Location: Saudi Arabia

Category: life-physical-and-social-science

Job Summary

Administers and maintains policies and objectives involving local, state, and federal government affairs. Legislatively represents and protects organization interests by working with government, associated authorities and all committees. Manages staff who liaise between legislative entities and the organization leads the communications and interactions, which aligns with corporate business strategies. Monitors legislative and regulatory activities oversees the implementation of policies that support organizational goals. Analyzes proposed legislative actions and determine the potential impact on the organization.

Typically reports to a head of a unit/department. Typically manages through subordinate managers and professionals in larger groups of moderate complexity. Provides input to strategic decisions that affect the functional area of responsibility. May give input into developing the budget. Capable of resolving escalated issues arising from operations and requiring coordination with other departments.

Key Responsibilities

- Develop and maintain effective relationships with all federal and government officials.
- Prepare various government strategies on assign region and maintain good relations with various city officials.
- Develop relationships with various public officials and implement all public policies to achieve all objectives.
- Coordinate with various departments and colleagues and provide inputs to various officials.

- Provide operational support to all legislative processes and ensure compliance to public policies and objectives.
- Participate and plan various community programs and assist to implement all strategies effective according to company business.
- Perform research and analyze various regulations at city levels in an organization.
- Prepare summaries and analyze various legislations and materials obtain from elevated officials and regulatory members.
- Maintain and monitor support by lobbyists at all levels.
- Perform research on various legal issues and document all researches to edit all government affair communications and participate in legislative committee meetings.
- Participate in various trade associations and evaluate all legislative regulations.

Requirements

Qualifications

Preferably a Master s Degree in political science or public policy

Skills

- Knowledge of organizational structure, workflow, and operating procedures.
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Ability to foster a cooperative work environment.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Knowledge of government organization and legislative processes, including budget and appropriations processes.
- Knowledge of bill enactment process and bill tracking systems.
- Ability to use independent judgment and to manage and impart information to a range of internal and external organizations and constituencies.
- Ability to research legislative history and the status of pending legislation and to analyze pending and enacted legislation.
- Proficiency in spoken and written Arabic & English

Experience Required to Execute this Role

- 15+ years of government relations experience (at the management level) coupled with a strong understanding of government processes and institutions.
- Demonstrated competence in team building, strategic planning, and organizational

management.

- Exceptional interpersonal skills, superior oral and written capabilities, including the ability to build professional relationships with government.
- Demonstrated ability to communicate with a variety of stakeholders (members; academics; government; media) and the ability to respond to member needs (strategically and tactfully) as well as exercise leadership and diplomacy amongst diverse perspectives and priorities.
- Previous Saudi Aramco experience is an advantage

Desired Candidate Profile

Education:

Bachelor of Business Administration(Management)

Gender:

nm

Nationality:

Any Nationality

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