

JOB DESCRIPTION

1. JOB DETAILS		
Position Title:	Senior Manager Investor Relations	
Reports to:	Director – Investor Relations	
Department:	Investor Relations	
Business Unit:	DP World FZE	
2. JOB PURPOSE		
To work with the Head of Investor Relations to actively develop and support DP World’s IR strategy, by building and maintaining communications within the investment community		
3. JOB DIMENSIONS		
Number of Staff Supervised (if applicable)	Direct Reports:	0
	Indirect Reports:	0
Financial Data (if applicable)	Operating Budget:	0
	Annual Turnover:	0
	Other:	0
4. KEY ACCOUNTABILITIES		
<ul style="list-style-type: none"> In partnership with the finance team, establishes and maintains a clear understanding of the Company’s financials including historic accounts and forecasts as well as group accounting policies and their application Develops and maintains a clear understanding of research analyst models and the key drivers and assumptions behind their outputs Manages the monitoring of analyst expectations and consensus Participates in discussions with buy-side and sell-side analysts, particularly around detailed discussions on financial forecasts Maintains a proactive and reactive dialogue with international and retail investors Assists retail investors with shareholder queries via phone and email, managing the Investor Relations email account Develops, coordinates, and participates in presentations to investor community attending roadshows and conferences where appropriate Works in unison with the Head of Investor Relations in the preparation of investor materials for financial and throughput results (regulatory announcements, presentations, Q&A, key messaging) Manage the distribution of external communication materials to investors Supervise and participate in the collection, analysis, and presentation of feedback to Senior Management and the Board of investors’ perceptions and opinions, analysts positions and summaries, relative stock price movements and periodic ownership analysis; Works with Finance, Corporate Communications and Company Secretariat in the preparation, review and distribution of investor regulatory and press releases and any related filings in relation to “price sensitive” information 		

<ul style="list-style-type: none"> • In collaboration with the Senior Administrative Support oversees the Investor Relations website and Investor Relations database “miracle” • <i>Applicable if role has direct reports</i> - responsible for the management and leadership of an engaged team, promoting collaboration and ensuring that each is developed and evaluated against goals and objectives which are aligned, specific, measurable, attainable yet challenging, realistic and time bound. • Act as an ambassador for DP World at all times when working; promoting and demonstrating positive behaviours in harmony with DP World’s Founder’s Principles, values and culture; ensuring the highest level of safety is applied in all activities; understanding and following DP World’s Code of Conduct and Ethics policies • Perform other related duties as assigned 	
5. JOB CONTEXT	
<p>The job holder is a key member of the Investor Relations team and can be called upon to relieve the duties of Head of IR when required.</p> <p>The Investor Relations Manager must work effectively with the Head of IR whilst liaising with internal departments and overseeing the management of the Senior Administrative Support.</p> <p>The job holder works much of the time at DP World Head Office but will at times work offsite networking at investor conferences and meeting with the investment community.</p> <p>This role is measured externally on feedback from the Investment community about how effective DP World is at responding to Investors.</p>	
6. QUALIFICATIONS, EXPERIENCE AND SKILLS	
<ul style="list-style-type: none"> • Must possess a bachelor’s degree (preferably Accounting / Commerce / Finance); MBA preferable • Minimum of 6 years relevant senior level experience in either investor relations, banking, asset management or a financial analyst role • Strong financial and investment analysis skills • Demonstrated ability to understand, analyse and articulate financial data • Strong writing and communication skills • Exposure to regulatory frameworks of listed companies, preferably internationally and in the Middle East and UK • Initiative and Organizational Awareness <p>Ability to maintain cross communication with Departments</p>	
7. COMMUNICATIONS AND WORKING RELATIONSHIPS	
Internal:	Board Legal Adviser and Company Secretary, SVP Finance, SVP Treasury, Head of Corporate Communications and Business Unit Directors.
External:	Debt and equity analysts and debt and equity investors
8. FRAMEWORKS, BOUNDARIES AND DECISION MAKING AUTHORITY	
DFSA Offered Security Rules; Nasdaq Dubai Listing Rules; UKLA Listing Rules; FSA Offered Security Rules	

To apply, send your CV to Redwan Ahmed, Head of Investor Relations, redwan.ahmed@dpworld.com