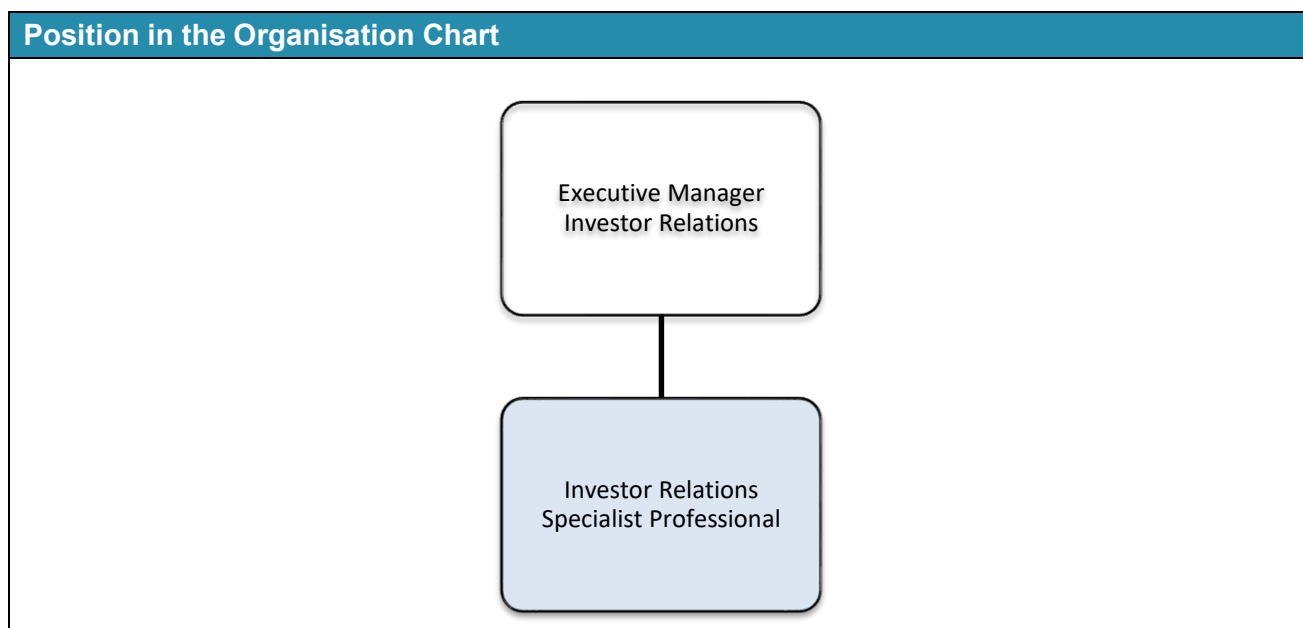


JOB DESCRIPTION		
	Date Prepared	
	Version	Version 1

Job Summary		
Job Title	Investor Relations Specialist Professional	
Job Grade	E12	
Unit (1)	Finance	
Division (2)	Investor Relations & Capital Market Compliance	
Department (3)	Financial Communication	
Section (4)	-	
Sub Section(5)	-	
Reporting Relationships	Reports to: (Job Title)	Direct Reports: (Number)
	Executive Manager Investor Relations	
		Indirect Reports: (Number)
Job Objective	Perform financial analyses to prepare various company earnings and distribute the annual financial statements to the company's shareholders; register and communicate with shareholders, Tadawul & CMA (Capital Market Authority) Provide reply & resolution to the incoming inquiries & issues of the shareholders.	



Key Duties & Responsibilities
Managerial Responsibilities:
NA

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Functional Responsibilities:
<ol style="list-style-type: none"> 1. Perform and manage a wide range of data analysis and reports of a highly responsible and confidential nature related to investors/ shareholders financial communication 2. Manage quarterly earnings process including preparation of various earnings assets and other materials in conjunction with finance, legal, communications, and other parties. 3. Manage coverage of comparable company analysis and benchmarking, including earnings review 4. Maintain updated due diligence/marketing materials for use in meetings and for the investor portal 5. Facilitate and manage key relationships with buy side and sell side investors and retain ownership and insights into analyst reports and financial models 6. Partner with key company personnel to develop key corporate messaging and strategy to communicate on on-going basis with the investor community 7. Ensure proper administration and communication of the General Assembly Meetings, & Sub-committees meetings, agendas and minutes to the shareholders, Tadawul & newspapers. 8. Manage the General Assembly meeting liaison through acquiring necessary official approvals from Ministry of Commerce 9. Manage General Assembly meeting Process from media announcement of the meeting place & time, handling the administrative requirements of the event, collecting, counting & segmenting the shareholders' votes and releasing meeting results on Tadawul web site. 10. Act as spokesperson with Saudi Stock Exchange (Tadawul) and Manage Interim & Year End financial results disclosure in Tadawul & newspapers 11. Manage the Change to any announcement during the communication if Market Exchange requires. 12. Respond to investor and prospect due diligence requests (inquiries, DDQs, questionnaires, calls, etc) 13. Manage the company's investor relations website and preparation of relevant publications Maintain & update the company profile in Tadawul website, Update & maintain Investor Relation website 14. Ensure and maintain all new Article & new definition /updates to all forms/ documents required by Capital Market Authority regarding board of Director & Management. Issue the report about shareholders structure to attract institutional or sophisticated investors, who will drive the demand for more information and call for better shareholders participation 15. Perform other duties as required by higher levels of supervision.

Working Relationships / Communication	
Internal Communication	Purpose
Mobily's departments	To prepare quarterly earnings/ financial announcement and Manage AGM Process
External Communication	Purpose
Capital Market Authority, investors, Tadawul , Ministry of Commerce	Manage Interim & Year End financial results disclosure in Tadawul Manage all the form require from CMA

Competencies	
Core	Level

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TBC by talent management team	
Functional	Level
TBC by talent management team	

Job Specifications
Minimum Job Qualifications Requirement (Academic, training, languages, etc.)
<ul style="list-style-type: none"> - Bachelor degree in Accounting or Finance or a related field from an accredited university CPA or MBA preferred
Minimum Work Experience:
<ul style="list-style-type: none"> - A minimum of Five (5) years of experience in Finance or a related field with at least Three (2)years in a Investor Relations role

To apply, send your CV to Tareq Alangari (t.alangari@mobyly.com.sa).