

JOB DESCRIPTION

1. JOB DETAILS:

Job Title:	Head of Investor Relations / Investor Relations Director
Reports to:	CFO/CEO
Department:	Investor Relations
Function:	Investor Relations

2. JOB PURPOSE:

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3. DIMENSIONS:

Number of Staff Supervised	Direct Reports:	1
	Total Team Size:	2
Geographical Scope		Saudi Arabia

4. KEY ACCOUNTABILITIES:

Description
<ul style="list-style-type: none">• Develop a robust investor relations strategy, policy, and framework.• Create and manage a strong reputation by demonstrating consistent and clear communication between internal and external parties.• Manage analysts, investor & regulator relationships.• Provide insights on market activity and present them to the leadership team.• Analyze and present financial trends, competitor behavior, shareholder issues, and anything else that could impact the business.• Responsible for overseeing and managing quarterly earnings and conference calls.• Responsible for all Market regulatory communications including, managing all announcements, press releases, etc.• Responsible to ensure accurate disclosure of Financial Information, Corporate Information, and managing of the IR Section of the Corporate Website.• Plan and deliver shareholder engagement activities to develop effective project working relationships and to ensure that shareholder needs, and concerns are identified and met.• Contribute to discussions and decision making about the business future.• Organize the work of the assigned team to ensure that all work within a specific area of the activity is carried out in an efficient manner, which is consistent with operating procedures and policy.• Conduct knowledge sharing to facilitate achievement of Company objectives and completion

of tasks in an efficient manner which is consistent with operating procedures and policy.

5. BACKGROUND, SKILLS & QUALIFICATIONS:

Experience & Skills:

- 6 or more years' experience in a relevant role that includes:
 - dealing with external stakeholders, including investors, analysts, banks, regulators,
 - a strong track record of creating positive relations with the investor community,
 - solid grip over financial accuracy and regulatory disclosure procedures (experience using IFSAH system is desirable),
 - strong interpersonal and presentation skills to enable professional discussions with partners /stakeholders,
 - strong analytical skills, proven experience in financial modelling abstract problem solving
 - excellent English verbal and written skills, as well as the ability to draft engaging and impactful messages for inspiring employees and investors,
 - excellent MS computer software skills (Word, Excel, PowerPoint).

Qualifications

- A Bachelor's degree in business, finance, or accounting.
- Professional Qualification such as CFA, ACA, ACCA, or equivalent is highly desired.

To apply for the position, please send your CV to: m.khalid@jamjoompharma.com