



## JOB DESCRIPTION

<b>1. JOB DETAILS:</b>	
<b>Job Title:</b>	<b>Analyst (Investor Relations)</b>
<b>Reports to:</b>	<b>Vice President, Investor Relations</b>
<b>Unit / Division:</b>	<b>Finance   Group Strategic Investments   Investor Relations</b>
<b>Department / Section:</b>	<b>Strategic Investments</b>
<b>Job Family / Sub Family:</b>	<b>Finance</b>
<b>Location:</b>	<b>Abu Dhabi</b>

### **2. JOB PURPOSE:**

Support internal analytics of all the publicly listed entities associated with ADNOC Group and their sectors of presence. Build relationships with the subsidiary Investor Relations (IR) teams and assist in ensuring the highest possible IR standards across all the listed companies, controlled by ADNOC Group. Effectively communicate with internal and external stakeholders and assist in maximizing shareholder value across the Group.

### **3. KEY ACCOUNTABILITIES:**

- Analyse all the listed companies of ADNOC Group and their sectors of presence. Maintain an informed approach on the key trends, financial and operational results, strategy, guidance and stakeholder expectations.
- Support ADNOC Group through provision of regular and ad-hoc internal reports and analysis related to the listed associates and their sectors of presence.
- Collect materials, conduct financial analysis and build working communication streams internally, as well as with the IR teams and representatives of the brokerage and investor community to maintain high level of awareness around the equity price movements, key drivers, and strategies to maximize shareholder value.
- Carry out peer review, including around execution, operational and financial performance and strategy. Collect material, draft reviews regarding market information in fields of ADNOC Group's operations and strategic business decisions of the key competitors. Provide timely alerts and reports internally.
- Monitor comps and be informed on valuation of ADNOC Group's listed subsidiaries relative to history and the key peers.
- Support in drafting and updating of any investor materials to be used by the IR team of ADNOC Group for internal as well as external meetings on a timely, accurate and complete basis within the bounds of applicable laws, regulations and internal policy.
- Monitor IR websites of Group's companies to ensure superior disclosure standards.
- Review and verify the materials shared with stakeholders of ADNOC Group's listed associates, including quantitative documents (financial reports) and qualitative reports (business opportunities and strategic direction) and be in position to provide actionable feedback.
- Ensure that all the public entities associated to ADNOC Group carry out timely, complete, accurate compliance and reporting in relation ADX and other market / regulatory bodies.
- Assist in drafting and updating IR policies, procedures and work instructions to ensure compliance with applicable laws and regulations.
- Assist in rolling-out regular trainings to relevant internal personnel and IR teams of associates to secure compliance with applicable laws and regulations as well as implementation of the highest IR standards and practices across the Group.
- Liaise with Legal and Compliance on laws, regulations, and best IR practices and ensure these are applied across the Group.



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- Monitor and record feedback from existing / prospective investors in relation to the Group and all the associated public companies.
- React to investor inquiries targeted at the ADNOC Group and provide timely and actionable feedback to management.
- Participate in review and facilitation of investor engagement strategies across the Group.
- Participate in investor marketing and targeting activity of the Group and its associates, where appropriate.
- Assist in developing and monitoring performance metrics for the IR function at ADNOC Group as well as its associates.
- Liaise with Corporate Communication on investors' events and publication of material in different media platforms of ADNOC Group and assist in preparation of appropriate messaging and evaluation of external perception.
- Be in position to support individual IR teams on ad-hoc basis, including through the potential IPO processes.
- Support corporate access activity of ADNOC Group and its associates.
- Support ADNOC Group's Sustainability objectives by actively monitoring related information and being in position to articulate these to all stakeholders. Assist the internal Sustainability team in tasks requiring investor engagement.
- Support ADNOC Group's AI and digital objectives around related best practices and implementation methods.

### **Policies, Systems, Processes & Procedures**

- Implement approved Department / Section policies, processes, systems, standards and procedures in order to support execution of the Department / Section's work programs in line with Company and International standards.
- Comply with all applicable legislation and legal regulations.

### **Performance Management**

- Contribute to the achievement of the approved Performance Objectives for the Department / Section in line with the Company Performance framework.

### **Innovation and Continuous Improvement**

- Generate ideas around design and implementation of new tools and techniques to improve the quality and efficiency of operational processes.
- Identify improvements in internal processes against best practices in pursuit of greater efficiency in line with ISO standards in order to define intelligent solutions for issues confronting the function.

### **Health, Safety, Environment (HSE) and Sustainability**

- Comply with relevant HSE policies, procedures & controls and applicable legislation and sustainability guidelines in line with international standards, best practices and ADNOC Code of Practices.

## **4. COMMUNICATIONS & WORKING RELATIONSHIPS:**

### **Internal**

- Other IR team members.
- Relevant departments as required.
- Management as required.

### **External**

- IR teams of the listed subsidiaries of ADNOC Group.
- Management teams of the listed subsidiaries of ADNOC Group, as required.
- Service Providers (including sell side brokers).
- Suppliers.
- Consultants.
- Investors.



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- ADX.
- Regulatory bodies.

### **5. QUALIFICATIONS, EXPERIENCE, KNOWLEDGE & SKILLS:**

#### **Minimum Qualification**

- Position is applicable for UAE nationals only.
- Bachelor's Degree (preferably in Economics / Accounting / Finance).
- Proficiency in written and verbal English as well as Arabic.
- Strong analytical and communication skills.

#### **Minimum Experience, Knowledge & Skills**

- 1+ years of work experience (preferably in IR, Equity Research, Investment Banking, Consulting, Corporate Finance).
- Proficiency in Excel and Power Point
- Bloomberg platform usage knowledge would be an advantage
- Programming / data analytics skills would be an advantage

#### **Professional Certifications**

- Would be an advantage

### **6. TECHNICAL COMPETENCIES:**

- As per ADNOC standard competencies.

### **7. BEHAVIOURAL COMPETENCIES:**

- As per ADNOC standard competencies.

### **In case of interest in the role, please send your CV / contact:**

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