



JOB DESCRIPTION

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

2. JOB PURPOSE:

Support internal analytics of ADNOC listed bonds as well as publicly listed entities associated with ADNOC Group (if need be) and their sectors of presence. Build relationships with various internal teams at ADNOC (including Investor Relations, FinComms, treasury and other teams) and assist in ensuring the highest possible equity and debt focused IR standards. Effectively communicate with internal and external stakeholders and assist in maximizing value across the Group.

3. KEY ACCOUNTABILITIES:

- Maintain an informed approach on key trends, financial results, and stakeholder expectations. Carry out peer and market reviews and provide timely alerts and reports internally.
- Support ADNOC Group through provision of regular and ad-hoc internal reports and analysis related to the ADNOC listed instruments. Monitor IR websites to ensure superior disclosure standards.
- Collect materials, conduct analysis and build working communication streams internally, as well as with equity and fixed income representatives of the brokerage and investor community to maintain high level of awareness around the price movements, and key drivers.
- 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 and record feedback from existing / prospective investors. Participate in investor marketing and targeting activity of the Group and its associates, where appropriate.
- Liaise with Legal and Compliance on laws, regulations, and best IR practices and ensure these are applied across the Group.
- 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.
- Assist in developing and monitoring performance metrics for the IR function at ADNOC Group as well as its associates.
- If need be, analyse all the listed companies of ADNOC Group and their sectors of presence. Monitor comps and be informed on valuation of ADNOC Group's listed subsidiaries relative to history and the key peers. Participate in review and facilitation of investor engagement strategies across the Group.
- 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.
- Be in position to support individual IR teams on ad-hoc basis, including through the potential IPO processes.
- 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.



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Supervision

- Participate in planning and coordination of all activities in the assigned area to meet functional objectives.
- Assist in training and development of the assigned staff on relevant skills to enable them to become proficient on the job and deliver the respective IR objectives.

Budgets

- Provide input for preparation of the Department / Section budgets and assist in the implementation of the approved Budget and work plans to deliver IR team's objectives.
- Investigate and highlight any significant variances to support effective performance and cost control.

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.

Reports

- Provide inputs to prepare Section MIS and progress reports for Company Management.

4. COMMUNICATIONS & WORKING RELATIONSHIPS:

Internal

- Direct reports.
- 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 brokers)
- Suppliers.
- Consultants.
- Investors.
- ADX.
- Regulatory bodies.

5. QUALIFICATIONS, EXPERIENCE, KNOWLEDGE & SKILLS:

Minimum Qualification

- UAE nationality would be a major advantage.



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- Bachelor's Degree (preferably in Economics / Accounting / Finance).
- Proficiency in written and verbal English.
- Strong analytical and communication skills.

Minimum Experience & Knowledge & Skills

- 3+ years of work experience (preferably in IR).
- Experience in a Big Four or consulting or investment banks
- Experience in debt capital markets will be a major 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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