

## **Job Description**

**Position Title:** OD & Policies Researcher

**Location:** Egypt

**Reports to:** Country Manager

**Supervisory Responsibilities:** None.

**Salary Grade:** SG 06

### **Background:**

UTTRCO is a Global Corporation specialized in providing Finance Services, HR Solutions, Vat/Tax Recovery, Compliance and Consultancy Services. UTTRCO is headquartered in Doha-Qatar with over 5 Offices in Middle East, Europe and India.

Our VISION is to enrich people's lives by providing organizations with superior services at competitive prices and to be the premier and preferred provider of innovative Business Process Outsourcing for HR, Accounting and Finance and Tax recovery services.

Our MISSION is to provide the perfect match and solutions for the needs of our clients through long-term client relationship built on experience, insight and team work. In addition, we help our clients to reduce their administrative cost and at the same time providing quality software support.

[www.uttrco.com](http://www.uttrco.com)

### **Job Summary:**

Under the supervision for the HR Manager, the OD & Policies Researcher will work closely with organizations within diversified contexts to adapt and manage change. S/he will facilitate organizational improvement, including assessing training needs, diagnosing organizational problem areas, consulting on OD strategies, and conducting team building sessions.

### **Specific Responsibilities:**

The incumbent will carry out the following functional areas:

- Concerned with the guiding rules and principles of government decrees, legislations and laws across clients' territories.
- Ability to recognize issues and use initiative to identify and discuss proposed solutions.
- Ability to promptly respond to changed situations and make sound decisions to ensure the ongoing efficient and effective carriage of key deliverables within the role.
- Ensure compliance with and adherence to all legislative requirements and business practices at all times.
- Review, analyze, develop, implement and evaluate policies and strategies for operations improvement.
- Analyze business structures and formulates reports to improve organization's performance.
- Observe, research, and interviews to analyze the corporate culture of a company and advices on the remedies.
- Assess, design, develop and implement a variety of strategic interventions designed to increase overall individual and organization-wide performance. These interventions include the design, development, facilitation and leadership of development programs:

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- manager coaching,
- employee commitment survey implementation,
- new manager assimilation processes,
- strategic retreat design and facilitation.
- Contribute to the planning and implementation of capacity building based staff.
- Ensure business and legislative requirements are adhered to at all times.

### **Key Working Relationships:**

**Supervisory:** None.

**Internal:** All staff

**External:** Clients; Lawyers, HR and Operation Officers within the group

### **Task Competencies:**

- Integrity — Job requires being honest and ethical.
- Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.
- Analytical Thinking — Job requires analyzing information and using logic to address work-related issues and problems.
- Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Achievement/Effort — Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.
- Adaptability/Flexibility — Job requires being open to change (positive or negative) and to considerable variety in the workplace.
- Focus on Quality — Job requires operating with world-wide quality performance standards and best practices.

### **Position Requirements:**

#### **Professional Qualifications:**

- Minimum of seven years' work experience in International/Multinational organization.
- Min. 3 years' experience in management/Supervisory role
- Practical experience is OD exercise.
- Strong ability to read and interpret policies and regulations.
- Fluency in written and spoken English with strong drafting skills.
- Ability to make oral presentations and write clear reports and guidance in English and Arabic.
- Skilled in MS Office Suite, including Word, Excel, Outlook, PowerPoint, and Internet.
- Seek and apply knowledge, information and best practices.

#### **Education:**

- Bachelor's Degree in Business Administration
- HR Management certification preferred
- Work experience in a directly related field will be considered in lieu of graduate degree.

#### **Personal Competencies:**

- Comfortable working as part of a team and an ability to work with a minimum of supervision and under time and work pressure.

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- Capacity to initiate, sustain and deepen relationships with key clients.
- Good interpersonal skills and ability to work smoothly in a multi-cultural environment while building good teamwork spirit.
- High tolerance rate for working under pressure and dealing with diversified cultures and tense situations.
- Provide courteous and prompt attention to requests for information;
- Demonstration of a positive and proactive attitude;
- Promote the Shire in a positive manner at all times when dealing with external contacts;
- Promote and encourage continuous improvement strategies for the delivery of accurate and timely documentation from the Organizational Development Department;
- Demonstrated commitment to accuracy;
- Strong ability to analyze data, identifies gaps, and makes recommendations.
- Position requires flexibility and the capacity to deal with ambiguity and change

### Physical Requirements/Environment:

- Normal conditions of an office environment.
- Position requires flexibility and the capacity to deal with ambiguity and change until regional systems and standards are in place.

### Disclaimer:

This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

I, the undersigned \_\_\_\_\_ certify that I have read and understood my Job Description.

Employee	Name	Signature	Date
Supervisor	Name	Signature	Date
CEO or Designate	Name	Signature	Date