



**Job Title: Administration and Government Affairs (AGA) Coordinator**

**Reporting to: Country Manager (Iraqi Citizenship is a must)**

My job is to coordinate and update all necessary procedures required by the state to maintain a legal and clean from any violation Company file.

**Required Skills:**

1. Coordinating with Governmental agencies inquiring about required licensing for Company commercial offices and site locations
2. Maintaining professional relations with Governmental bodies and external parties with a view to protecting the interests of the business and facilitating flow of company operations at all levels
3. Identifying, recommending and updating company administrative procedures to comply with requirements of country of location state laws
4. Understanding and overseeing labor department mandatory procedures required by KDD on monthly basis.
5. Ensuring that employee transactions and processes are carried out in line with requirements of the labor law within each country of location
6. Assisting Sales and Operations in commercial and sales / promotions licenses and health cards obtained in compliance with regulatory requirements on time
7. Assisting in all government requirements completion and audits such as national and municipal regulations
8. Managing the daily activities of assigned personnel, ensuring effective performance of duties, motivating and optimizing morale
9. Handling tenants & investors contracts in coordination with lawyers and government bodies along with needed authentications to protect the business at highest levels expected by the Top management.
10. Communicating to management all renewals and amendments needed for KDD's business units and their operations across Iraq.
11. Archiving and Documenting all of Company's employees in a safe place accessible at all times Complying at all times with regulatory requirements and Country laws /regulations. Communicating change of policies when States Laws are changed or amended by designated governments.
12. Coordinating with line managers on all matters pertaining to Company's Legal regulatory requirements. image in each country of location with absolute accountability to maintain a Clean Government record for all Company's locations. Liasoning with both of Project and Engineering Departments on planned openings making all necessary administrative and legal arrangements to meet Top Management Deadlines and opening dates.
13. Ensuring effective implementation of KDD policies and procedures covering administrative activities designed to secure and protect the company's business interests and image with full compliance to State of location regulatory requirements and legal standards Including but not limited to arrangements for new employees' medical tests, visas, residence permits, in addition to any required legal procedures



Developing professional relationships with Governmental bodies and external parties ensuring present and future legal protection to company's flow of business continuity.

**Required qualifications:**

Age (years): 30 years

Languages: Arabic (English is a plus)

Education: High School or Diploma

Professional background: Worked with Labor Departments, Ministries and Municipalities