

United Arab Emirates Jobs Expertini®

Policies and Project Executive United Arab Emirates Posted on 10/17/2023 Trending

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Company: MBC Group

Location: , , United Arab Emirates

Category: other-general

Summary:

The Policies and Project Analyst plays a critical role in analyzing and implementing content policies, procedures, and projects within MBC Group. This multifaceted role involves reviewing and recommending policy changes, managing project initiatives, and ensuring alignment with the company's goals and compliance standards. The candidate will work closely with cross-functional teams to enhance efficiency, quality, and regulatory adherence.

Responsibilities:

Review existing policies and procedures to identify areas for improvement and compliance with industry standards and regulations.

Collaborate with relevant stakeholders to develop, update, or draft policies and procedures.

Ensure that policies are well-documented and accessible to all employees.

Plan, execute, and monitor various projects within the organization, ensuring they align with strategic objectives.

Coordinate project teams, allocate resources, and track project progress.

Prepare project plans, timelines, and budgets.

Collect and analyze data related to policies, projects, and operations to identify trends, areas of improvement, and compliance issues.

Generate reports and provide insights to support decision-making.

Ensure that policies and projects adhere to legal and regulatory requirements.

Monitor industry standards and best practices to maintain compliance and make necessary adjustments.

Collaborate with internal and external stakeholders, including department heads, legal teams, and regulatory bodies, to gather input and feedback on policies and projects.

Communicate policy changes and project updates to relevant teams and employees.

Facilitate training and awareness programs to ensure policy understanding and adherence.

Identify areas for process optimization and recommend strategies to enhance efficiency, effectiveness, and compliance.

Implement best practices and lessons learned from project experiences.

Maintain accurate records of policy changes, project details, and compliance documentation.

Create comprehensive project reports and policy manuals.

Requirements:

Bachelor's degree in business, public policy, project management, or a related field.

Strong analytical, research, and problem-solving skills.

Excellent communication and interpersonal skills.

Proficiency in project management tools and data analysis software.

Knowledge of regulatory compliance and industry standards.

Previous experience in policy analysis, project management, or a related field is beneficial.

Fluent in English and Arabic

Unfortunately, due to the high number of responses we receive we are unable to provide feedback to all applicants. If you have not been contacted within 5-7 days, please assume that at this stage your application has been unsuccessful.

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