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JOB	VACANCY
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Job title

Succession	<i>Planning Specialist</i>
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Reports to

Manager , Succession Planning Division

Location

Dammam

Age Range

30-50

Salary Range

Negotiated based on experience and qualification

Preferred Nationality

Jordan

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Job purpose

Work with a team to oversee the Succession Planning Process for all Supervisory and Leadership positions in the company and ensure that we have a very healthy pipelines of leaders.

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Duties and responsibilities

Interact with Executives:

- Complete all L1 & L2 Role Profiles (VP & ED)
- Work with Leaders to complete Role Matching Assessment L1 & L2 & L3
- Coordinate and Run Talent Review Sessions with Executive Management of the company
- Complete behavioral competency interviews with various levels of leaders

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Strategy:

- Complete 7Box for L1,L2,L3 (Performance vs. Potential)
- Review and revise the Succession Planning Process in accordance with International best practices
- Establish working procedures and processes for Succession Planning
- Train young Saudi Staff working in the Succession Planning Division

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Analysis & Reporting:

- Ability to analyze assessment center reports
- Data Analysis and Reporting

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Qualifications

- **BS degree in HR or related Areas**
- **MS Degree in Talent Management is preferred**
- **5 years or more of experience in Planning in reputable companies**
- **Ability to work under pressure**

- People person with ability to deal with different levels of leadership position in the company
- Excellent Communication & Presentation skills
- High level of execution

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Working conditions

- Work is completed in office environment during normal working hours (regular shift)
- May have to travel on short business trips to different locations within KSA occasionally

Please send your resume to

Eng@targetjo.com

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