Draken Europe offers exciting careers that matter.

We believe that mission success does not start with the mission itself. It begins with our people.

**The Role**

We are currently recruiting for a Government Relations Officer (GRO) as part of an exciting new team and programme in the Kingdom of Saudi Arabia (KSA).

Our vision is for Draken to become the premier Operational Readiness Training provider in the Middle East through the establishment of a permanent operational presence in KSA. This programme will deliver Electronic Warfare Flying Training, both airborne and classroom based, to a requirement set by the Royal Saudi Air Force (RSAF).

Financial support is available for those relocating.

**Key Responsibilities**

As a GRO your primary role will be to help the Company remain compliant with KSA legislation, and therefore you must have an in-depth understanding and knowledge of Saudi local laws and regulations including labour laws. Other duties include;

* Liaise with RSAF air bases to secure base passes for Draken employees.
* Support Draken ex-pat employees setting up bank accounts (some guidance is only available in Arabic)
* Liaising with local police and government officials as required (for example in the event of a car accident
* Applying for block visas
* Advertising roles on government portals as applicable
* Providing the administration support to the HR Manager based in Riyadh on entering employee data into the government portals (Mudad, Qiwa etc)
* Directs the preparation and maintenance with respect to visa documentation related to new starters, leavers, transfers and renewals.
* Organises attestation of certificates and legal translation of documents and other activities related to immigration and labour.
* Liaising with municipality, economic department and any other government departments in relation to Trade Licence and immigration matters
* Responding to staff enquiries on visa/labour/passport matters
* Directs the preparation and maintenance of reports as are necessary to carry out the function of immigration. Prepares periodic reports for management or relevant authorities, as required.
* Monitors the implementation of an improvement process for all immigration& labour records to be tracked and maintained through the company system.
* Directs the preparation and maintenance with respect to visa documentation related to new starters, leavers, transfers and renewals.
* Organises attestation of certificates and legal translation of documents and other activities related to immigration and labour.
* Oversees the implementation of the immigration & labour responsibilities of the company in Saudi. Monitors administration to establish standards and procedures. Identifies opportunities for improvement and resolves any discrepancies.
* Other duties as requested from time to time.

**Experience / skills / qualifications**

* Educated to High school level (as a minimum)
* Extensive local experience liaising with Immigration, Labour department and other government departments for all employee affairs.
* Familiarity with Saudi government e-services and government portals
* In depth knowledge of Saudi labour and immigration rules
* Strong communication skills
* Good command of English and Arabic both oral and written
* Excellent problem solving and quality control skills.
* Excellent customer service skills.
* Proactive, responsible and cooperative
* Computer skills (Microsoft office suite).
* Must hold a Saudi Arabia driving license.

**Our employee values**

Draken is committed to eliminating unlawful and unfair discrimination and we celebrate the differences that a diverse workforce brings. A range of perspective and talent supports our values and drives our success, with a mix of voices generating better discussions, business decisions and outcomes for all.

We are also an Armed Forces friendly organisation, and as part of our commitment to the Armed Forces Covenant, welcome applications from veterans and services spouses and partners who met the criteria in our job specifications.

In line with our Disability Confident Commitments, we provide reasonable adjustments to facilitate our interview process, please liaise with us if any reasonable adjustments are required.