



هيئة الزكاة والضريبة والجمارك  
Zakat, Tax and Customs Authority

JOB DETAILS			
Job Title	Architecture Director		
Job Code	TBD		
N-1	Risk & Analytics	N-2	Risk Analytics
N-3	Architecture	N-4	N/A
N-5	N/A	N-6	N/A
Reporting to	Risk Analytics General Manager	Direct Report(s)	<ul style="list-style-type: none"><li>• Risk Analytics Supervisor</li><li>• Risk Analytics Lead Specialist</li><li>• Risk Analytics Senior Specialist</li><li>• Risk Analytics Specialist</li></ul>

JOB PURPOSE
The job holder is responsible for leading and guiding the Risk Analytics team, defining the policies, procedures, models and technologies that are to be used in developing the department's strategies and vision, and acting as a bridge between the Risk analytics Unit, and other units including the IT to fulfil the Unit's needs.

ROLES AND RESPONSIBILITIES	
Key Accountability Areas	Key Activities
Strategy and Planning	<ul style="list-style-type: none"><li>• Develop the operational plan for Architecture in line with Risk Analytics business plan and Risk &amp; Analytics strategic plan</li><li>• Implement plans and provide input to enable achievement of Architecture goals that support ZATCA's overall strategic plans</li></ul>



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Budget Management	<ul style="list-style-type: none"><li>• Discuss Architecture budgeting requirements with top management and provide input to the budgeting process</li><li>• Investigate and propose implementing initiatives that result in positive financial impact for Architecture and mitigates financial and operational risks</li></ul>
Architecture Planning	<ul style="list-style-type: none"><li>• Direct the setting of technological infrastructure design standards to Identify and collect and process internal, external &amp; international sources of data to increase the reliability and effectiveness of reports, analysis and models based on the architecture's activities</li><li>• Lead the development of architecture documentation ensuring adaptability with business objectives</li><li>• Review and approve identified business requirements for new risk models and recommend modifications or additional new requirements to increase risk maturity</li><li>• Guide the development of analytics models, insights and dashboard for E-invoicing projects providing proper guidance for effective development</li><li>• Manage the design of job automation process to reduce manual errors and lead development of proper implementation plan</li></ul>
Architecture Management and Monitoring	<ul style="list-style-type: none"><li>• Monitor the data pipeline internally and externally for Risk Analytics team and oversee the migration of data from old analytics systems to new ones safeguarding data quality</li><li>• Monitor infrastructure maintenance activities on Risk Engine to safeguard effectiveness</li><li>• Ensure provision of needed support for all SAS systems / applications / User Access and manage needed maintenance activities</li><li>• Contribute to the development of Risk Analytics business plan ensuring building cases covering the risk behaviour of taxpayers, passengers, importers, exporters and brokers in alignment with ZATCA's strategy</li><li>• Oversee the performance of architectural activities and risk engines ensuring integration of risk analytics platforms and risk engine with ZATCA's system</li></ul>
People Management	<ul style="list-style-type: none"><li>• Participate in the identification and recruitment of key talents.</li><li>• Guide, mentor and support direct reports in order to execute duties according to set policies and processes</li><li>• Develop individual performance objectives, provide necessary support, evaluate/appraise team and provide regular feedback on performance</li></ul>



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	<ul style="list-style-type: none"><li>Establish a high-performance working environment and promote ZATCA values</li></ul>
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COMMUNICATIONS AND KEY TOUCH POINTS	
Internal Stakeholders	External Stakeholders
<ul style="list-style-type: none"><li>All ZATCA</li></ul>	<ul style="list-style-type: none"><li>N/A</li></ul>

JOB QUALIFICATIONS AND REQUIREMENTS	
Knowledge and Experience	<ul style="list-style-type: none"><li>An optimal of 8 years of relevant experience, with a preferred 3 years of experience in managerial level.</li></ul>
Education and Certifications	<ul style="list-style-type: none"><li>Bachelor's degree in Computer Science, Information technology, Computer Engineering, or equivalent</li><li>Master's degree is preferred</li><li>Data Management Certificate/degree is a plus</li></ul>

VERSION TRACKING				
Version		Name	Date	Signature
v.1.1	Prepared By			
	Approved By			