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Saudi National

MOHAMMAD NAJI ALJOHANI

SENIOR LEGAL RESEARCHER · AGREEMENTS & CONTRACTS REVIEW · ACTING DIRECTOR

SUMMARY

Senior Legal Researcher specializing in agreements and contracts review, regulatory drafting, legal advisory, legal procedure standardization, and administrative litigation within the Royal Commission for Jubail and Yanbu. Experienced in drafting, reviewing, and analyzing contracts, agreements, memorandums of understanding, regulations, legal instruments, and institutional procedures. Certified trainer in matters related to the Government Tenders and Procurement Law and related procurement procedures. Trusted since December 2025 to assume delegated Acting Director responsibilities for the Agreements and Contracts Review Department on an as-needed basis during the Director's absence, supporting workflow continuity, urgent legal priorities, and cross-department coordination. Recognized for sound legal judgment, confidentiality, precise drafting, and the ability to align legal requirements with institutional operations and compliance obligations.

CORE LEGAL EXPERTISE

- Contract Drafting & Review
- Agreements & Memorandums of Understanding
- Regulatory & Procedural Drafting
- Legal Opinions & Advisory
- Administrative Litigation
- Government Legal Procedures
- Government Tenders & Procurement Law
- VAT & Regulatory Compliance
- Governance Awareness
- Committee Membership & Evaluation
- Investment Opportunity Evaluation
- Real Estate Site Evaluation
- Delegated Leadership Responsibilities
- Workflow Coordination
- Confidentiality & Professional Judgment

EXPERIENCE

CURRENT DELEGATED LEADERSHIP ROLE

Acting Director (Delegated)

Dec 2025 — Present
Yanbu Industrial City, KSA

Royal Commission for Jubail and Yanbu
Directorate General for Legal Affairs — Agreements and Contracts Review Department

- Entrusted since December 2025 to assume delegated Acting Director responsibilities for the Agreements and Contracts Review Department on an as-needed basis during the Director's absence.
- Direct departmental continuity by coordinating workflow, prioritizing urgent legal matters, and following up on contracts and agreements under review.
- Ensure proper handling of time-sensitive legal requests and cross-department coordination throughout the Director's absence.

Senior Legal Researcher

2022 — Present
Yanbu Industrial City, KSA

Royal Commission for Jubail and Yanbu
Directorate General for Legal Affairs — Agreements and Contracts Review Department

- Draft, review, and analyze contracts, agreements, memorandums of understanding, legal instruments, and related documents concluded by the Royal Commission with external parties.
- Prepare and review draft regulations, instructions, legal frameworks, and procedural documents issued or adopted by the Royal Commission.
- Provide legal opinions and advisory support to internal departments on contractual, regulatory, procedural, and institutional legal matters.
- Review legal documents connecting the Royal Commission with government entities, private organizations, investors, and other stakeholders.

- Represent and support the Royal Commission before the Administrative Court and assist in litigation-related procedures, submissions, and legal follow-up.
- Study, review, and standardize legal procedures to strengthen consistency, compliance, and operational efficiency across relevant departments.
- Coordinate with concerned departments to ensure proper legal handling, timely responses, effective follow-up, and alignment with applicable regulations.

COMMITTEE MEMBERSHIPS & INSTITUTIONAL ASSIGNMENTS

- **Bid Examination Committees** — member since 2019, supporting review of submissions, procedural compliance, and legal requirements in procurement-related matters.
- **Investment Opportunity Evaluation Committees** — member since 2021, reviewing legal, contractual, and procedural aspects of investment opportunities.
- **Real Estate Site Evaluation Committees**, Yanbu Industrial City — member since 2025, supporting assessment of site-related legal and procedural considerations.

Legal Researcher

Oct 2018 — 2022

Royal Commission for Jubail and Yanbu

Yanbu Industrial City, KSA

Directorate General for Legal Affairs — Agreements and Contracts Review Department

- Assisted in reviewing, drafting, and studying contracts, agreements, memorandums of understanding, and supporting legal documents.
- Conducted legal research and prepared legal opinions related to the Royal Commission's contractual, regulatory, and procedural matters.
- Reviewed documents associated with the Royal Commission's engagements with external parties and provided legal input to support decision-making.
- Supported internal departments by clarifying legal requirements, reviewing procedures, and ensuring compliance with applicable legal and institutional requirements.
- Contributed to cross-department coordination to support effective contract review, legal follow-up, and documentation quality.

Legal Trainee

Nov 2017 — Feb 2018

Dr. Ibrahim bin Ahmad Zamzami Law Firm

Jeddah, KSA

- Assisted in legal research, case planning, and preparation of case-related materials.
- Supported drafting of legal documents and organization of legal files under supervision.
- Reviewed basic legal documents and contributed to file preparation and litigation support activities.

EDUCATION

Master's Degree in Law

King Abdulaziz University

GPA 4.86 / 5.00

Bachelor's Degree in Law

King Abdulaziz University

GPA 4.70 / 5.00

CERTIFICATIONS & PROFESSIONAL DEVELOPMENT

- **Certified Trainer** — Government Tenders and Procurement Law and related procurement procedures.
- **Intensive English Course** — Portland State University, United States · 8 months · 2013.

PROFESSIONAL COURSES

Drafting Contracts and Legal Documents

Regulatory Oversight and Control of Legal Requirements

Management Reports Writing Skills

Governance

Time Management and Prioritization

Value Added Tax (VAT)

LANGUAGES

Arabic — Native

English — Professional Working Proficiency