SORBONNE UNIVERSITY ABU DHABI

We're looking for:

Position Title	HR Generalist
Department	Human Resources
Job Code	HR/11-2020

Job Description

- Prepare and update employee related records ensuring the information available on the system is accurate at all times.
- Prepare HR administration documents requested by employees such as business cards, issuance of letters, government and travel documents, leave processing, health insurance, education allowance, pension, etc. in line with the HR policy and procedures.
- Guide and support employees and line managers in understanding, adapting and complying with the University's related policies and procedures.
- Recruitment and processing of documentation for part timers employees.
- Participate and coordinate in the completion of surveys as rolled out by SUAD.
- Support the Officer-Public Relations on issues relating to visas, security clearances, etc.
- Process the monthly payroll accurately by ensuring timely salary deposits, deduction, reimbursement and adjustment entries in the system.
- Coordinate payment requests for items that are not generally covered under monthly payroll processing such as education allowances, annual tickets, etc.
- Assist in the administration of all terminations – medical, death, disciplinary, resignation etc. by coordinating the End of Service Benefit calculation, exit interviews and closing the employee file to ensure the exit process and University's property recovery is conducted smoothly.
- Follow department policies, processes, standard operating procedures and instructions so that work is carried out in a controlled and consistent manner.
- Prepare departmental reports for own area of work as required in a timely and accurate manner to meet PSUAD and department requirements, policies and standards.
- Provides support to the HR department by performing other related duties or assignments in the absence of team members or as directed by the Line Manager.

Profile (Minimum Qualifications, Minimum Experience, Job Specific Skills)

Minimum Qualifications:

- Bachelor's degree

Minimum Experience:

- 3 years' experience within Human Resources, preferably in the higher education sector

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We're looking for:

Job-Specific Skills:

- Interpersonal and Communication skills
- Planning and organizing skills
- Knowledge of HR policy and procedures and the local labor law
- Knowledge of payroll processes
- PowerPoint skills and use of other Microsoft Office programs
- Languages: English with French/Arabic as an added Advantage

Conditions

- None

Grade

- 6

Package Details

- NA

How to apply	http://www.sorbonne.ae/vacancies/
Application to be sent by	23rd April 2019