

## We're looking for:

Position Title	HR Specialist
Department	Human Resources
Job Code	HR I11

### Job Description

To support the developmental plans and day-to-day operations of the HR department ensuring performance gaps are identified and addressed as well as supporting of all strategic initiatives and HR projects. HR Specialist is responsible for the following:

- Participate in the establishment and support of assigned projects and initiatives for the University's HR Department.
- Evaluate projects for conformance to the overall goals and objectives of the Department and the University.
- Develop and implements operational support programs and tools, as applicable to the overall objectives of the department.
- Assist the Head – Human Resources in the development and implementation of a Performance Evaluation system, ensuring timely review of staff performance and obtaining data to support developmental planning, employee performance, salary reviews, etc.
- Support the Head – Human Resources in the design and development of attraction and retention strategies and programs in order to maintain top talent within SUAD and attract Emiratis.
- Create exit interview reports in order to collate data on the reasons for staff leaving and maintain accurate staff turnover statistics.
- Maintain contacts with training providers to identify appropriate training and development programs for different groups of staff to meet SUAD's strategic needs.
- Work in collaboration with the Head – Human Resources to structure and monitor the training budget, ensuring all training expenses are kept in line with the budget and make adjustments according to the needs of SUAD.
- Provides advice and support to employees and line managers on training and development opportunities within the University.
- Develop and analyze Organizational Structure using the appropriate job evaluation methodologies, FTE studies and providing the technical support in developing the charts
- Develop HR process and guidelines where needed and keeps them updates.
- Provide an expertise feedback and proposals to the HR policy.
- Manage employees survey, to measure the satisfaction and engagement: proposing action plans and analysis following the survey.
- Handle the employee grievance and discipline.

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

**Minimum Qualifications:**

- Bachelor's degree, in Human Resource Management or a related subject

**Minimum Experience:**

- 5 years experience within Human Resources, preferably in the Higher Education sector

**Job-Specific Skills:**

- Up to date knowledge of HR tools and processes
- Planning and organizing
- Interpersonal skills
- Project management skills
- Detailed-oriented, service-oriented and results-oriented
- Proficient use of all Microsoft Office programs
- Languages: English and Arabic. French is an added advantage

Conditions

NA

Grade

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Package Details

- Monthly salary range ( AED 24,200 – AED 31,483)
- Benefits: Annual ticket, health insurance, education fees

How to apply

<http://www.sorbonne.ae/vacancies/>

Application to be sent by

22<sup>th</sup> July 2019