

We're looking for:

Position Title	Head – Human Resources
Department	Human Resources
Job Code	HR I22

Job Description

To direct and develop the Human Resources function with respect to recruitment, employee relations, talent management, compensation and benefits, and other HR related services; ensuring the effective utilization of human capital to support the strategic objectives of Sorbonne University, Abu Dhabi (SUAD).

- Develop and support the Human Resources strategy ensuring key initiatives are aligned to the University's strategic plan and communicated to the department.
- Provide leadership to the Human Resources department and ensure all direct reports are aware of their deliverables and performance against their objectives.
- Develop direct reports by setting individual development objectives, reviewing performance and providing ongoing formal and informal feedback and appraisal in order to maximize subordinate and departmental performance.
- Oversee the development and implementation of SUAD leadership development programs in order to develop current and future leaders.
- Oversee the master file of organization charts and work with senior managers in optimizing the organization structures, ensuring the HR implications of proposed changes are considered.
- Oversee the design and delivery of attraction and retention strategies to maintain top talent and attract Emiratis into employment with SUAD.
- Supervise the design, implementation and analysis of regular employee satisfaction and engagement surveys and manage the implementation of action steps.
- Supervise the development and review of HR policies and procedures; monitoring compliance, consistency and equity in approach to all staff issues and ensuring that administrative processes are conducted in an efficient and effective manner.
- Follow-up and implement updates of the Labour law and any other relevant laws applicable for the Human Resources at SUAD, in collaboration with the Deputy Executive Director – Administration.
- Establish adequate reward/compensation strategies and practices through commissioning regular surveys and reviews of the remuneration market, to ensure the reward and compensation strategy is aligned with SUAD's business needs and market trends.
- Maintain own knowledge of Human Resource advances, latest trends and benchmarks.
- Ensure regular review of all HR initiatives and results to measure the success thereof in order to plan and implement further improvements to the initiatives to achieve optimal results.
- Monitor the department's financial performance versus the set budget so that areas of unsatisfactory

performance are identified and rectified promptly and potential performance improvement opportunities are capitalized upon.

- Develop and implement the Human Resources department policies to ensure all relevant procedural/legislative requirements are fulfilled.

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

Minimum Qualifications:

Bachelor's degree in Human Resource Management or a related subject
Master's degree is preferred

Minimum Experience:

8 years Human Resource experience with at least 3 in a management role, preferably in the Higher Education sector

Job-Specific Skills:

Leadership skills
Management Skills
Strategic planning
Communication skills
Interpersonal skills
Knowledge of HR best practice, related policies and procedures and local labour law
Knowledge of Payroll processes and systems
Knowledge of the Higher Education sector and academic/support staff needs
Languages: Arabic & English /French is an added advantage

Conditions

NA

Grade

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Package Details

- Monthly salary range (AED 42930 – AED 52030)
- Benefits: Annual ticket, education fees

How to apply

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

Application to be sent by

22/10/2019