

## We're looking for:

Position Title	Section Head – Planning & Development
Department	Human Resources
Job Code	HR/31-2021

### Job Description

To oversee and support the day-to-day operations of the HR department in the area of planning & development including the manpower planning, professional development, ensuring performance gaps are identified and addressed as well as support of all strategic initiatives to develop talent and build a sustainable workforce at SUAD.

#### Key responsibilities:

- Liaise and collaborate with Department Heads to understand recruitment needs and assist in the creation of a recruitment plan based on replacement positions, current and future workforce requirements.
- Manage the implementation of appropriate processes for performance management and employee development to ensure staff are clear on the contribution required from them, are encouraged to develop their capability and contribution and are fairly appraised to allow for appropriate linkages between performance and reward.
- Propose and create succession plan preparing a second line of professionals for key positions.
- Develop and monitor annual training plans for the university employees.
- Propose and design wherever possible career growth plans.
- Maintain a strong network of training and development partners.
- Manage 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.
- Design projects related to organizational chart development and amendments from conception to execution.
- Oversee the processes of job definition, evaluation and grading to ensure jobs are systematically valued and ranked. equivalent studies and providing the technical support in developing the reports.
- Contribute to the design and delivery of attraction and retention strategies to maintain top talent such as the ten years reward.
- Supervise the design, implementation and analysis of regular employee satisfaction and engagement surveys and manage the implementation of action steps.
- Maintain own knowledge of Human Resource advances in the field of planning & development.
- Oversee the preparation of the divisional budget related to training and development area.
- Oversee the major activities of HR and plan the events accordingly.
- Develop and implement the Human Resources department policies to ensure all relevant procedural/legislative requirements are fulfilled.
- Communicate the requirement of operational policies and procedures to direct reports and employees to ensure that work is carried out in an organised manner.
- Ensure that all departmental reports are prepared timely and accurately to meet University requirements, policies and standards
- Perform other related duties or assignments as directed by the Line Manager.

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

**Minimum Qualifications:**

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

**Minimum Experience:**

- 6 years experience within Human Resources; at least one year in a managerial role preferably in the Higher Education sector

**Job-Specific Skills:**

- Management Skills
- Communication skills
- Interpersonal skills
- Knowledge of HR best practice, related policies and procedures and local labour law
- Knowledge of Talent Acquisition and Sourcing
- Knowledge of Performance Management
- Knowledge of the Higher Education sector and academic/support staff needs
- Languages: English & Arabic. French is an added value

Conditions

NA

Grade

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Package Details

TBC

How to apply

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

Application to be sent by

31<sup>st</sup> August 2021