

## We're looking for:

Position Title	Head of Human Resources Department
Department	Human Resources
Job Code	HR-37-2021

### Job Description

To direct and develop the Human Resources function with respect to planning & development, employee relations, 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).

#### Key Responsibilities:

- Develop and support the Human Resources strategy in collaboration with the Deputy Vice Chancellor - Administration, 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.
- Manage the day-to-day operations of the department providing guidance, encouraging teamwork and facilitating related professional work processes in order to achieve high performance standards.
- 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 recruitment process, ensuring that potential candidates are targeted in the most effective way and that appropriate interview and assessment processes are deployed to hire the most suitable candidate as per SUAD's requirements.
- Oversee 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.
- Manage 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 processes of job definition, evaluation and grading to ensure jobs are systematically valued and ranked.
- Ensure 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

## We're looking for:

- 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 Vice Chancellor – Administration.
  - Oversee the employment and termination processes are carried out in accordance with UAE Labour Law, as per legal and governmental regulations.
  - Supervise the monthly Payroll processing, including the review and approval of the analysis and running of employee salary payments, benefits and deductions etc., in the system to ensure accurate and timely payment to SUAD staff as per University policies and procedures.
  - 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.
  - In collaboration with the Deputy Vice Chancellor – Administration, recommend the reward/compensation structure for SUAD in line with the reward strategy and overall business direction of the University.
  - Act as the focal point of contact with SUAD management and all divisional/departmental managers to ensure collaboration in aligning departmental goals to HR support initiatives and providing advice to both management and employees.
  - Maintain own knowledge of Human Resource advances and 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.
  - Oversee the preparation of the divisional budget to ensure considerations of all operational expense in the overall budgeting.
  - 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.
  - 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
- Master's degree is preferred

**Minimum Experience:**

5 years general service experience, 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: English & Arabic. French is an added value

Conditions

NA

Grade

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Package Details

NA

How to apply

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

Application to be sent by

24 October 2021