

We're looking for:

Position Title	Section Head - Talent Management
Department	Human Resources
Job Code	HR/35-2022

Job Description

To shape and implement strategies that will help attracting, developing and retaining high-performing employees. Responsibilities include enhancing recruitment processes, designing employee training programs, building succession plans and crafting an internal promotion process. To be successful in this role, you should have a solid understanding of full-cycle recruiting, supervising it along with a strategic mindset in order to develop a skilled workforce.

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 career growth plans.
- Maintain a strong network of training and development partners.
- Manage the organization charts and work with senior managers in optimizing the organization structure, ensuring the HR and financial implications of proposed changes are considered.
- Work with the Compensation and Benefits specialist to understand the processes of job definition, evaluation and grading.
- Contribute to the design and delivery of attraction and retention strategies to maintain top talent.
- 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 Talent Management and embed best practice in the institution.
- Oversee the preparation of the divisional budget related to training and development area.
- Oversee the major activities of HR and plan the events accordingly.
- Review and develop the Human Resources related 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.

We're looking for:

- 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:

- 8 years experience within Talent Management; at least four years in a managerial

Job-Specific Skills:

- Management Skills
- Communication skills
- Analytical 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 and French is an added value

Conditions

NA

Grade

G4

Package Details

TBC

How to apply

<https://www.sorbonne.ae/work-with-us/vacancies/>

Closing date

31st August 2022