

JOB DESCRIPTION

1. JOB DETAILS:

Position Title:	Senior Human Resources Generalist
Reports to:	Project Lead ZMU
Department	Human Resources
Location:	Abu Dhabi, UAE - Zayed Military University (ZMU) Campus
Grade:	5
Prepared / Revised on:	March, 2025

2. JOB PURPOSE / ROLE:

The Senior HR Generalist is responsible for providing comprehensive HR support across multiple areas including talent management, employee relations, performance management, learning and development, and HR operations, ensuring alignment with institutional goals and compliance with the applicable regulations.

The Senior HR Generalist serves as a key point of contact for assisting employees and managers on HR related matters.

3. JOB DIMENSIONS

Number of Staff Supervised:	Direct Reports:	0
	Total:	0

Key Priority	Key Activities
<ul style="list-style-type: none"> Workforce Planning and Organisational Design 	<ul style="list-style-type: none"> Assist in shaping the new organizational structure by providing insights into workforce planning and role design. Support the creation of a recruitment plan based on current and future workforce needs. Collaborate with hiring managers to understand role requirements and develop job descriptions that align with organizational needs and strategic goals. Ensure the timely implementation of the recruitment plan. Report on the progress and status of the recruitment plan to stakeholders.
<ul style="list-style-type: none"> Talent Acquisition 	<ul style="list-style-type: none"> Execute all talent acquisition activities as per the applied policies and procedure. Manage the end-to-end recruitment process ensuring effective hiring experience from job posting to onboarding. Designing and implementing recruitment strategies using best practice to attract top talent. Amend, update and manage job postings onto the SUAD website and other platforms as required. Coordinate all aspects of the selection process including shortlisting of candidates, conducting HR screening interviews, scheduling panel interviews and assist the interview panel with the final selection and ranking in line with SUAD's policies.

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	<ul style="list-style-type: none"> Secure all required approvals for hiring, including internal approval, Pre-employment clearance, references, and further approvals if applicable. Prepare and communicate the offer letter to the candidate upon the approval of the concerned party. Ensure all necessary pre-hiring documentation is completed (e.g., contracts, agreements). Be the focal point of contact for hiring managers and candidates throughout the process, ensuring clear Communication, timely update on progress during the interviewing stages for a smooth onboarding experience.
<ul style="list-style-type: none"> Visa and Relocation Support 	<ul style="list-style-type: none"> Work with the Officer – Public Relations to facilitate visa issuance. Provide relocation assistance for employees, including guidance on accommodation options, moving logistics, and settling-in services. Coordinate travel arrangements for relocating employees, including flight bookings, airport transfers, and other travel logistics.
<ul style="list-style-type: none"> Onboarding Support 	<ul style="list-style-type: none"> Inform hiring managers and relevant departments about the new employee's start date to ensure proper preparation and warm welcome. Ensure accurate employee's data entry in the HR systems. Ensure the new employee's workplace is fully set up including office arrangements and other equipments. Provide the new employee with necessary tools (e.g., laptop, phone), and system access to all required platforms, and software. Share the new employee announcement with the SUAD community to introduce the new hire. Register the employee for onboarding training session and ensure they are scheduled to attend. Schedule orientation meetings with relevant stakeholders, such as HR, IT, and team leaders, to introduce the new hire to the company culture, policies, and team.
<ul style="list-style-type: none"> Performance Management 	<ul style="list-style-type: none"> Support the implementation of the annual performance appraisal campaign ensuring timely completion through communication, follow ups, consolidation of documents and reporting of results. Analyse performance data to identify training and development needs through Individual Development Plans (IDPs), Support the implementation and monitoring of Performance Improvement Plans (PIPs) in collaboration with managers.
<ul style="list-style-type: none"> Learning and Development 	<ul style="list-style-type: none"> Assist in identifying annual training and development needs and oversee the implementation of the approved training plan.
<ul style="list-style-type: none"> Organization Development 	<ul style="list-style-type: none"> Update and maintain organizational charts. Support the succession planning and career development initiatives.
<ul style="list-style-type: none"> Employee Relations 	<ul style="list-style-type: none"> Serve as a primary contact for employees and managers on employee relations and HR policy inquiries. Offer guidance on HR best practices and resolving workplace challenges.
<ul style="list-style-type: none"> HR Operations, Payroll Support and budgeting 	<ul style="list-style-type: none"> Ensure accuracy of HR related data in collaboration with Payroll and Finance teams. Contribute to Chapter 1 budget planning and assist in providing status report updates when needed.
<ul style="list-style-type: none"> Offboarding and Exit Process 	<ul style="list-style-type: none"> Coordinate exit procedures including resignations, retirements and terminations. Conduct exits interviews.

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	<ul style="list-style-type: none"> ▪ Ensure proper completion of clearance and handover processes in coordination with relevant departments.
<ul style="list-style-type: none"> ▪ Policies and Procedures 	<ul style="list-style-type: none"> ▪ Follow department policies, processes, standard operating procedures and instructions so that work is carried out in a controlled and consistent manner.
<ul style="list-style-type: none"> ▪ Reports 	<ul style="list-style-type: none"> ▪ Prepare HR reports for internal use and external submission as needed in a timely and accurate manner to meet SUAD and department requirements, policies and standards. ▪ Contribute to audit, inspections and quality assurance reviews as needed.
<ul style="list-style-type: none"> ▪ Related Assignments 	<ul style="list-style-type: none"> ▪ Provides support to the HR department by performing other related duties or assignments in the absence of team members or as directed by the Line Manager.

5. QUALIFICATIONS, EXPERIENCE, & SKILLS:

Minimum Qualifications:

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

Minimum Experience:

- A minimum of 5-7 years of experience in Human Resources, with a focus on Talent Acquisition and Onboarding, preferably within the Higher Education sector.

Job-Specific Skills:

- Strong knowledge of HR practices and principles.
- Proven ability to handle sensitive information with utmost confidentiality and integrity.
- Expertise in end-to-end recruitment processes, including sourcing, screening, interviewing, and selection.
- Strong understanding of UAE employment laws and compliance regulations related to hiring and onboarding.
- Ability to manage and prioritize multiple recruitment projects simultaneously, with excellent organizational skills.
- Proficient in HR software to streamline recruitment and onboarding processes.
- Strong problem-solving skills, with the ability to address and resolve challenges efficiently.
- Excellent Communication and Interpersonal skills.
- Project Management Skills.
- Strong stakeholder management skills with the ability to collaborate cross-functionally across teams.
- Detailed-oriented, Service-oriented and Results-oriented.
- Proficient in Microsoft Office Suite
- Languages: Full Proficiency in English. Arabic would be an added value.

Note: This position is based at the Zayed Military University (ZMU) campus. Candidates should be willing and able to work on-site.