

Senior Manger – Human Resources

ROLE PURPOSE

The role holder is responsible for developing and implementing effective Human Resources (HR) plans, functions, and policies to ensure that high caliber employees are recruited, engaged, and retained while maximizing their potential and enabling Al Jalila Foundation to achieve its strategic objectives. This includes running the daily functions of HR while applying relevant policies and procedures.

CORE RESPONSIBILITIES

- Develops recruitment strategies and implements the end-to-end recruitment plan for all departments. This includes advertising job postings, sourcing and screening applicants, and conducting job interviews using approved job descriptions; administering pre-employment tests; conducting applicants' background/reference checks; and developing and implementing effective new hire orientation program(s)
- Prepares, updates, and acts as a custodian of all job descriptions, including working with the departments leaders to conduct job analysis and understand the skills and competencies required for the jobs.
- Updates and maintains the organizational chart in consultation with the line manager.
- Assists the departments leaders with the identification of the departmental training and development needs. Launches development initiatives to enhance the capabilities of employees in line with the organizational needs.
- Researches, implements, communicates, continuously evaluates, and maintains employee compensation and benefits systems/programs (philosophy, positioning, pay ranges, etc.) with equitable strategies to attract and retain high caliber employees. This includes setting/updating compensation structures; studying and assessing benefit needs and trends; recommending compensation and benefits modifications to management; obtaining and evaluating benefit contract bids; awarding benefit contracts; and communicating the value of the benefits to current and potential employees.
- Administers and processes employee payroll in an accurate and timely manner.

- Develops and leads the implementation of performance management framework, guidelines and procedures, and coordinates internal activities for managing the employee performance management process.
- Develops, updates, implements and communicates HR By-Law, policies, and procedures in line with local best practices and UAE HR/labor law/mandatory requirements.
- Provides and ensures efficient delivery of HR services (leaves, visas, letters, employment contracts, medical insurance etc.) to employees. Acts as a subject matter expert on HR related queries, organization's HR policies and procedures, etc.
- Reviews, processes and advises management on transfers, promotions, (re)classifications and terminations.
- Updates and administers the content and functions of the HR Management System (Oracle). Recommends improvements/upgrades to the System, as required, to expand its capacity to provide more effective HR services.
- Prepares and manages the annual budget for the department in conjunction with the organization's budget. Secures subsequent approvals, tracks expenditure, and ensures adherence to the budget.
- Develops and Leads Emiratization programs, as required, to meet organizational targets and objectives on nationalization in line with the regulatory requirements and UAE laws.
- Ensures appropriate resolution of employee concerns, leads investigation of grievances/conflicts, and takes necessary remedial action to manage employee relations in an unbiased, fair, and amicable manner for increasing employee productivity, morale, and motivation.
- Presents relevant reports and statistics related to the performance of HR functions on a regular basis along with recommendations for management review and decision making.
- Maintains employee files and records in electronic and paper form, as required.
- Recommends and spearheads initiatives to boost employee morale and enhance happiness in the workplace.
- Keeps abreast with latest external/regulatory developments and maintains awareness of regional and international best practices particularly in talent management, new technologies in human resources and engagement for initiating necessary changes within the organization.

QUALIFICATIONS, EXPERIENCE AND SKILLS

- Bachelor's Degree in Business Administration, Human Resources, or a relevant field
- HR certification (SHRM or CIPD) is highly preferred
- Master's Degree in Human Resources Management is asset
- A minimum of 10 years of HR experience covering all areas of HR including at least 7 years of experience in a senior management role
- Written and spoken English is essential, Arabic is preferred
- Understanding of UAE HR Laws
- Experience in managing HR software systems and frameworks