

Internship & Work-Integrated Learning Center (WIL)

JOB VACANCY FORM

Job Reference No.: JV082

Company Name: **Dubai Ports World**

Company Type: *Semi-Government*



موانئ دبي العالمية
DP WORLD

Job Position/Title:	Senior Officer - Performance Management – HR DEPT	Academic Major:	Any business related major
Salary Range:	AED +24,000	Years of Experience:	+2 years in Performance Management, HR
Job Location:	Jabal Ali	Job Type:	Full-time
Nationality:	Only UAE Nationals	Gender:	Male
Job Description:	Job Responsibilities: - Contribute to the development of policy, strategy and interventions in relation to performance management and through on-going analysis of existing PM programs, help to determine their ability to support the desired objectives. - Keep up-to-date with and share best practice in the area of performance management - Contribute to developing a culture in which individuals and groups take responsibility for continuous improvement and encourage Line Managers to manage the performance of their teams through more regular feedback and coaching. - Drive the annual and mid-year performance review cycles for DPW 13 – DPW 16, ensuring that the goals and objectives that are set are aligned to the overall business strategy and departmental goals. - Liaise with the development team to ensure that information relating to personal development plans is recorded and followed up (DPW 13 – DPW 16). - Provide support to Line Managers and individuals throughout the annual performance review cycle through the provision of education and communication initiatives. - Act as a PM system ‘Super User’ and assist in optimizing the software, providing management information as required and ensuring that all records for DPW 13 – DPW 16 are accurate and up-to-date. - Assist Line Managers in managing individual performance effectively within the business in line with the DP World company policy and track and monitor progress on performance improvement plans (DPW 13 – DPW 16) - Monitor the performance of new employees through the probationary performance review process and ensure that in cases of under performance the appropriate action is taken (DPW 13 – DPW 16) - Educate Line Managers in the effective use of the DP World competency framework - Participate in ad hoc projects as required		
Minimum Qualifications:	Bachelors		
No. of Positions Required:	1		
Job Close Date:	30 th Oct 2011		

To Apply, UAEU Graduates/Alumni should send their CVs to:

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