

Internship & Work-Integrated Learning Center (iWIL)

JOB VACANCY FORM

Job Reference No.: JV086

Company Name: **Dubai Ports World**

Company Type: *Semi-Government*



موانئ دبي العالمية
DP WORLD

Job Position/Title:	– HR Senior Supervisor (T) dept	Academic Major:	Any business related major
Salary Range:	AED 19,750	Years of Experience:	None- 2 years
Job Location:	Jabal Ali	Job Type:	Full-time
Nationality:	Only UAE Nationals	Gender:	Male
Job Description:	Job Responsibilities: - To obtain an understanding of DP World, the mission and values and contribute towards departmental goals and objectives. - To understand the recruitment function by participating in the recruitment process namely advertising, short listing, interviewing and selecting candidates to meet operational requirements. - To learn HR general administration procedures namely Leave Processing, Medical and Insurance Claim Processing, Visa Processing, Passport Renewals, Issue of Identity Cards, Medical Cards, Air Travel Entitlements, payroll and related benefits. - To gain sufficient knowledge of the training function in relation to training need analysis, various training programs, workshops and training institutes. - To understand the duties and responsibilities in relation to employee relations by assisting in employee grievance, employee satisfaction survey and other related functions. - To obtain an understanding of compensation and benefits related activities namely job analysis, job evaluation, salary increments, promotions and review of performance appraisals. - To display punctuality by reporting to work on time and maintaining daily attendance. - To develop key competencies namely teamwork, flexibility, creativity, commitment and innovation to effectively meet learning objectives. - To complete learning logs for performance review and identification of additional training.		
Minimum Qualifications:	Higher Diploma/Bachelors		
No. of Positions Required:	5		
Job Close Date:	30 th Oct 2011		

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

Yousuf Ahmad Al-Aslai:

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