

Center for Career Planning & Placement (CCPP)
Graduate Placement Services (GPS)

JOB VACANCY FORM[®]

IMPORTANT: The information presented in this document can be shared only internally at UAE University!

Job Reference No.: JV251

Company Name: Abu Dhabi Education Council

Company Type: Government



Job Position/Title:	Specialist in HR	Academic Major:	Human Resource - Management
Salary Range:	31,800 AED	Years of Experience:	Fresh Graduate
Job Location:	Abu Dhabi	Job Type:	Full-time
Nationality:	Only UAE Nationals	Gender:	Male
Job Description:	- Assist in the development of functional competency matrices and performance appraisal system (in coordination with the Division Directors), link the competencies to the performance appraisal system and ensure that ADEC's performance management functions are within the framework defined for all Government entities in the Emirate of Abu Dhabi; - Develop criteria and targets to assess employees using competency matrices, develop and update the annual appraisal process & guidelines and manage the appraisal process; - Contribute to reviewing performance assessment guidelines, timeframes and processes; - Resolve problems related to appraisals, such as employee requests for re-evaluation, and ensure that these issues are handled in the correct way; - Liaise with the Employee Relations Section to communicate results of the performance appraisals and enable timely payment of performance related rewards; - Perform other duties as requested.		
Minimum Qualifications:	- Bachelor Degree. - Language proficient in Arabic and English (written and spoken). - Communication skills. - GPA should be 2.5 and above		
No. of Positions Required:	1		
Job Close Date:	Open Until Filled		

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

noor.mohammed@adec.ac.ae

Please mention "Job Reference No.: JV251" in your email title in case we lost your information during filing.

Only doc/PDF/Zip files are acceptable

