

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

**JOB VACANCY FORM<sup>©</sup>**

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

**Job Reference No.:** JV280

**Company Name:** Semi - Government Organization through - **COBALT Recruitment**



**Company Type:** Semi Government

|                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                             |                                                                    |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|--------------------------------------------------------------------|
| <b>Job Position/Title:</b>        | Employee Relations Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Academic Major:</b>      | Human Services & Counseling, Psychology, Human Resource Management |
| <b>Salary Range:</b>              | 30,000 – 35,000AED (dependent on experience)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Years of Experience:</b> | Fresh Graduate                                                     |
| <b>Job Location:</b>              | Abu Dhabi                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Job Type:</b>            | Full-time                                                          |
| <b>Nationality:</b>               | Only UAE Nationals                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Gender:</b>              | Male or Female                                                     |
| <b>Job Description:</b>           | <ul style="list-style-type: none"> <li>• Ambitious, enthusiastic and keen on learning and experiencing fresh challenges.</li> <li>• MS Office and computer proficiency.</li> <li>• Relevant qualifications, professional training, certificates.</li> <li>• Should possess excellent communication and interpersonal skills.</li> <li>• Ability to speak and write in both English and Arabic.</li> <li>• Capable to work independently.</li> <li>• Ability to work within a team and mixed environments.</li> <li>• HR Information Systems.</li> <li>• Rewards Management.</li> <li>• Understands the impact of legal and compliance issues.</li> </ul> |                             |                                                                    |
| <b>Minimum Qualifications:</b>    | <ul style="list-style-type: none"> <li>• Bachelor Degrees,.</li> <li>• Excellent verbal and written communication skills, Fluent English and Arabic</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                             |                                                                    |
| <b>No. of Positions Required:</b> | 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                             |                                                                    |
| <b>Job Close Date:</b>            | Open Until Filled                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                             |                                                                    |

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

***nsalameh@cobaltrecruitment.com***

**And**

***JN@uae.ac.ae***

**Please mention “UAE University: Full Name” & “Job Reference No.: JV280” in your email Subject in case we lost your information during filing. Only doc/PDF/Zip files are acceptable.**

