

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

JOB VACANCY FORM[©]

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Job Reference No.: JV285

Name: Abu Dhabi Education Council

Company Type: Government



Job Position/Title:	Performance Assessment Specialist	Academic Major:	HR - 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.		
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:	02/03/2013		

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

omar.alldhaheeri@adec.ac.ae or iman.alhashmi@adec.ac.ae
&
JN@uae.ac.ae

Please mention "UAE University: Full Name" & "Job Reference No.: JV285" in your email Subject in case we lost your information during filing. Only doc/PDF/Zip files are acceptable

