

## 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.: JV322

Company Name: **AL Foah**

Company Type: Semi-Government



|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                             |                                         |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-----------------------------------------|
| <b>Job Position/Title:</b> | HR Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Academic Major:</b>      | Human Resource Management & Development |
| <b>Salary Range:</b>       | 15,000-25,000 AED                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Years of Experience:</b> | Fresh Graduate to 2 years of experience |
| <b>Job Location:</b>       | Al Ain/Al Marfaa                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Job Type:</b>            | Full time                               |
| <b>Nationality:</b>        | Only UAE Nationals                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Gender:</b>              | Male                                    |
| <b>Job Description:</b>    | <p><b>Attendance Activities</b></p> <ul style="list-style-type: none"> <li>Monitor daily attendance, calculate employee's vacation balance and enter it in the ERP system, investigate and understand causes for staff absences to make sure the staff absence has been adequately covered off to ensure continuity of services.</li> <li>Follow up outsource labour for example general cleaner and security guard monthly attendance and overtime reports and send them to the Administrative Officer to pay out the salaries.</li> <li>Make sure the Finance department has received a copy of vacation requisition form to take a financial action in case of unexcused absent to ensure all is document in employee's folder.</li> </ul> <p><b>Recruitment</b></p> <ul style="list-style-type: none"> <li>Facilitate and arrange orientation, office space and accommodation for new employees, prepare and follow on the completion of required hiring procedures and documentations in order to offer supportive work environment to a newly hired.</li> </ul> <p><b>Employee Relations</b></p> <ul style="list-style-type: none"> <li>Solve employee conflicts/problem; assist in communicating all personnel policies to employees, listen to grievances of employees and implement appropriate disciplinary procedures in order to support the employee and encourage harmonious relations in the company.</li> <li>Process all employee related transaction such as all types of leaves, absence, employee movements such as transfers, promotions, salary change, payroll, end of services, pension, letters and certificates.</li> <li>Explain any issue or policies that are related to the HR to all manager and employees in order to emphasis the accurate implementation of the HR polices.</li> </ul> <p><b>Accommodation</b></p> <ul style="list-style-type: none"> <li>Supervise day to day operation for high end accommodation for permanent and temporary employees to ensure that the highest standards of hygiene, safety and comfort are maintained</li> <li>Coordinate with accommodation officer to provide all residencies have needed materials (beds, blankets, etc) that offer them a comfortable living</li> </ul> |                             |                                         |

## Center for Career Planning & Placement (CCPP)

### Graduate Placement Services (GPS)

|                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                   | <p>standard.</p> <ul style="list-style-type: none"> <li>Ensure all maintenance requests from employees are answered and fulfilled in a timely and cost effective manner</li> </ul> <p><b>Performance Evaluation</b></p> <ul style="list-style-type: none"> <li>Assist in the preparation for rollout and implementation of the annual performance evaluation process, consolidate process output, analyze data and generate relevant reports to ensure all performance evaluations completed within the timescales of the corporate performance management process.</li> </ul> <p><b>Training</b></p> <ul style="list-style-type: none"> <li>Cooperate with training officer in identifying training and development needs in Al Foah through job analysis, appraisal schemes and regular consultation with managers, directors and human resources departments to maintain a motivated and skilled workforce.</li> <li>Amend and revise training program as necessary in order to adapt to the changes that occur in the work environment</li> <li>Participate in organizing the training program including review the list of participants, distribution of materials, monitor trainee in training, support trainer in training in order to smooth the training session to ensure that the objective of training is fulfilled.</li> </ul> <p><b>Policies &amp; Procedures</b></p> <ul style="list-style-type: none"> <li>Ensure that all employee transactions are fully compliant to the HR policies manual to carry out the work in a controlled and consistent manner.</li> </ul> <p><b>Report</b></p> <ul style="list-style-type: none"> <li>Prepare monthly report to HR Manager updating him with employees status such as vacation report, retention, turnover etc, to the HR Manager well-informed and able to meet everyday challenges that affect on HR objective</li> </ul> |
| <b>Minimum Qualifications:</b>    | <ul style="list-style-type: none"> <li>Bachelor Degree.</li> <li>Language proficient in Arabic and English (written and spoken).</li> <li>Communication skills.</li> <li>Time Management / Organizing</li> <li>Interpersonal Skills</li> <li>Attention to details</li> <li>Ability to work under pressure</li> <li>Minimum experience required is 6 months in administration or secretarial fields.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>No. of Positions Required:</b> | 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Job Close Date:</b>            | June                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

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

[malnauimi@alfoah.ae](mailto:malnauimi@alfoah.ae)

And

[JN@uaeu.ac.ae](mailto:JN@uaeu.ac.ae)

Please mention "UAE University: Full Name" & "Job Reference No.: JV322" in your email Subject in case we lost your information during filing. Only doc/PDF/Zip files are acceptable.

