

مركز التوظيف وشؤون الخريجين
Center for Career Placement & Alumni



Ref.#	Job Title	Major	Gender
JV509	SECRETARY	All CBE Majors	Both
JV510	Self-Pay Recovery Analyst I	Accounting – Finance & Banking	Both
JV511	Self-Pay Recovery Analyst II	Accounting – Finance & Banking	Both
JV512	SENIOR ACCOUNTANT - PAYROLL	Accounting	Both
JV513	SENIOR FINANCIAL COUNSELOR	Accounting – Economics – Finance & Banking	Both
JV514	Site Support Specialist I	All CIT Majors	Both
JV515	Supervisor, Appointment Scheduling	All CBE Majors	Both
JV516	SYSTEMS PERSONNEL	All CIT Majors	Both
JV517	Talent Acquisition Specialist	HR	Both
JV518	TRAINER	HR	Both
JV519	TRAINING and LMS COORDINATOR	MIS	Both

للتسجيل أو الحصول على مزيد من المعلومات التفضل بزيارة الموقع:

http://www.uaeu.ac.ae/ccpp/student/job_navigator.shtml



UAEU_CCPP



@UAEU_CCPP



03/7134700 – 03/7134702



JN@uaeu.ac.ae



How To Apply

Note: First time applicant

The application process takes about 15 to 20 minutes.

Step 1: Create your profile

- a. Log on to Cleveland Clinic Abu Dhabi Career Portal: <http://my.clevelandclinicabudhabi.ae>

Note: To apply for Physician, Nursing or Allied Health Clinic opportunities, visit the Careers Section of Cleveland Abu Dhabi Website: www.clevelandclinicabudhabi.ae

- b. Click "New User Registration":

- c. Enter your information and click "Proceed to Create your CV" on the lower-side of the page.

Note: If you are referred by a Cleveland Clinic Abu Dhabi caregiver, a Cleveland Clinic caregiver or a Mubadala employee, specify his / her full name.

Note: If you are a Cleveland Clinic Abu Dhabi caregiver, use your professional email address to register and apply.

- d. Name your CV and click "Continue" at the lower-side of the page.
- e. Click "Attach CV From File" on the upper-side of the page to upload an electronic copy of your CV.
- f. Complete the missing required CV sections (personal information, education, experience, qualifications etc.).
Note: To be able to apply for jobs, your CV Completeness Score must reach a minimum of 90%.

Account Login

User Name:

User Name or Email Address

Password:

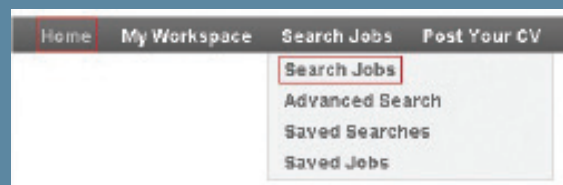
Log In

[Forgot your login info?](#)

[New User Registration](#)

Step 2: Search for jobs

- a. Once your profile is created and completed, you are ready to search for career opportunities at Cleveland Clinic Abu Dhabi.
- b. To search for jobs:
- Click "Home" to go back to the Career Portal Homepage
 - Or Click "Search Jobs"



- c. To begin viewing current job postings, you can either enter keywords or search by job category, employment type or career level.

Step 3: Apply for jobs

When you click the title of the position, the job description will appear. Once you have reviewed the job description and determined that you meet the minimum qualifications, click "Apply Now" on the upper left-hand side of the page.

Note: If you are a Cleveland Clinic Abu Dhabi caregiver, you are eligible to apply internally for any job opportunity if you have completed a minimum of one year in your current position.

Note: Feel free to follow Cleveland Clinic Abu Dhabi LinkedIn page: <http://www.linkedin.com/company/cleveland-clinic-abu-dhabi> where we will share on a regular basis new career opportunities and updates on Cleveland Clinic Abu Dhabi.

FAQ: Frequently Asked Questions

When will I hear back from Cleveland Clinic Abu Dhabi?

- a. By creating a profile, you become active in the Cleveland Clinic Abu Dhabi Talent Pool which we use as a resource to identify talents.
- b. Due to the volume of applications received, please understand that we cannot respond or provide informational updates to each applicant individually. You will be contacted by our Talent Acquisition team if more information is required, or if you are considered for the position to which you applied.

What should I do if I am having technical difficulty when completing my profile or applying for a job?

For technical assistance with your online application process, please click "Feedback" on the lower-left side of the page. You should receive feedback within 48 hours. Unsolicited applications or speculative requests sent through this email address will not be considered.

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Job Reference No.: JV509

Company Name: **Cleveland Clinic Abu Dhabi**



Company Type: Semi-Government

Job Position/Title:	SECRETARY	Academic Major:	All Majors Business & Economics
Salary Range:	Very Competitive Package	Years of Experience:	2 years of experience
Job Location:	Abu Dhabi	Job Type:	Full-time
Nationality:	UAE Nationals	Gender:	Both
Job Description:	JOB SUMMARY: This position is responsible for providing administrative and support duties to the Patient Support Services department and may function as a liaison between departments and other external parties to Patient Support Services and CCAD. PRIMARY DUTIES AND RESPONSIBILITIES: • Produces correspondence, manuscripts, notes, summaries, meeting minutes and other material from a variety of sources • Develops and maintains departmental files, documents, data files and confidential information • Answers incoming telephone calls and refers to appropriate Patient Support Services personnel for proper handling • Gathers, analyzes and summarizes data for projects, studies and reports • Coordinates special functions and/or programs as assigned, including special studies, surveys, publications, etc. • Serves as a liaison between departments and others within and/or external to Patient Support Services CCAD		
Minimum Qualifications:	• Bachelor degree. • Minimum of two (2) years secretarial experience in a healthcare, hospitality or commercial environment is required • Knowledge of office procedures, protocols, organization and filing systems and a variety of PC and/or word processing systems • Demonstrated typing proficiency of at least 35 words-per-minute with accuracy • Strong organizational and project management skills to coordinate multiple activities • Ability to create and express new and innovative ideas to help build efficiency and effectiveness within Patient Experience		

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	• Excellent interpersonal skills • Strong oral and written communication skills • Ability to speak and write in English is required • Ability to speak and write in both English and Arabic is preferred • Health care industry experience is preferred
No. of Positions Required:	1
Job Close Date:	Open Until Filled

To Apply, UAEU Graduates/Alumni should make an online registration and application through

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Job Reference No.: JV510

Company Name: **Cleveland Clinic Abu Dhabi**



Company Type: Semi-Government

Job Position/Title:	Self-Pay Recovery Analyst I	Academic Major:	Accounting – Finance & Banking
Salary Range:	Very Competitive Package	Years of Experience:	1 years of experience
Job Location:	Abu Dhabi	Job Type:	Full-time
Nationality:	UAE Nationals	Gender:	Both
Job Description:	JOB SUMMARY: Recommends and executes policies and procedure in conjunction with the CSA II to ensure timely and accurate resolution of patient billing issues. PRIMARY DUTIES AND RESPONSIBILITIES: - Responsible for high volume, low to medium balance self-pay billing and collection. - Provides clear written and verbal responses to patients who have concerns about their insurance explanation of benefits and CCAD billing statement. Utilizes templates and scripted responses. - Communicates with patients and utilizes multiple software systems to investigate, resolve and document patient inquiries.		
Minimum Qualifications:	- Bachelor degree. - Minimum 1 year experience in health insurance customer service or banking/ collections calls center, or medical facility. - Ability to speak and write in English is required. - Proficiency in the use of PCs and MS Office. - Fully embraces the culture of CCAD and the Patients First Values. - Other duties as assigned.		
No. of Positions Required:	1		
Job Close Date:	Open Until Filled		

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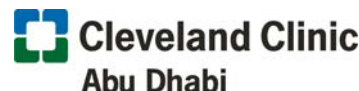
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Job Reference No.: JV511

Company Name: **Cleveland Clinic Abu Dhabi**

Company Type: Semi-Government



Job Position/Title:	Self-Pay Recovery Analyst II	Academic Major:	Accounting – Finance & Banking
Salary Range:	Very Competitive Package	Years of Experience:	2-3 years of experience
Job Location:	Abu Dhabi	Job Type:	Full-time
Nationality:	UAE Nationals	Gender:	Both
Job Description:	JOB SUMMARY: Recommends and executes policies and procedure in conjunction with the Billing and Collections Specialist to ensure timely and accurate resolution of patient billing issues. PRIMARY DUTIES AND RESPONSIBILITIES: • Responsible for high balance self-pay/guarantor billing. • Provides clear written and verbal responses to patients who have concerns about their insurance explanation of benefits and CCAD billing statement with a minimal need to escalate calls. Utilizes templates and scripted responses. • Resolves problems with minimal leadership guidance, usually during the first contact. • Communicates with patients and utilizes multiple software systems to investigate, resolve and document patient inquiries. • Offers payment options to patients as needed. • Responsible for confidential billing activities for the VIP/Royal customers. • Functions as a resource for new CSA I. • Other duties as assigned.		
Minimum Qualifications:	• Bachelor degree. • Minimum 2 - 3 years' experience in health insurance customer service or banking/collections calls center, or any medical facility. • Ability to speak and write in English is required. • Ability to speak and write in Arabic is preferred. • Proficiency in the use of PCs and MS Office (ie. MS Word, Excel, Visio) suite. • Fully embraces the culture of CCAD and the Patients First Values.		
No. of Positions Required:	1		
Job Close Date:	Open Until Filled		

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Job Reference No.: JV512

Company Name: **Cleveland Clinic Abu Dhabi**



Company Type: Semi-Government

Job Position/Title:	SENIOR ACCOUNTANT - PAYROLL	Academic Major:	Accounting
Salary Range:	Very Competitive Package	Years of Experience:	3 years of experience
Job Location:	Abu Dhabi	Job Type:	Full-time
Nationality:	UAE Nationals	Gender:	Both
Job Description:	JOB SUMMARY: This position is responsible for applying accounting principles and procedures in capturing accurate and timely financial data and transactions, ensuring appropriate accounting Control. Assists with the planning, preparation, and analysis of general accounting processes of the organization. Completes various tasks in support of payroll processing and coordinating requested payroll adjustments to ensure compliance with CCAD's compensation policy. PRIMARY DUTIES AND RESPONSIBILITIES: - Assists in the verification of the payroll and ensures that all payroll changes have been accurately reflected - Administers payroll systems to ensure accurate and timely reporting and submission - Prepares and provides different types of payroll reports - Ensures that payroll processing accurately reflects CCAD policies and procedures - Reconciles payroll bank and liability accounts - Maintains documentation of special payment authorizations and/or requests - Prepares monthly/quarterly payroll pension returns and net payroll requirements - Coordinates and implements new benefit and/or compensation changes on the payroll system - Researches and resolves payroll related posting problems - Performs troubleshooting to resolve system problems - Supervises the work of accounting and clerical employees engaged in		

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	accounting functions. • Participate in special projects as assigned
Minimum Qualifications:	• Bachelor degree. • Minimum of three (3) years' experience in payroll accounting is required • Experience with accounting systems and developing and implementing accounting policies and procedures • Strong knowledge of payroll processing and relaxed UAE laws and regulations • Strong analytical and interpretative skills • Proficient in the use of PCs, spreadsheets and other software applications • Must be an independent worker and OK with minimal supervision • Strong oral and written communication skills • Ability to speak and write in English is required • Health care industry experience is preferred
No. of Positions Required:	1
Job Close Date:	Open Until Filled

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Job Reference No.: JV513

Company Name: **Cleveland Clinic Abu Dhabi**



Company Type: Semi-Government

Job Position/Title:	SENIOR FINANCIAL COUNSELOR	Academic Major:	Accounting – Economics – Finance & Banking
Salary Range:	Very Competitive Package	Years of Experience:	4 years of experience
Job Location:	Abu Dhabi	Job Type:	Full-time
Nationality:	UAE Nationals	Gender:	Both
Job Description:	JOB SUMMARY: The Sr. Financial Counselor is responsible for identifying and coordinating financial assistance plans, making appropriate recommendations, and helping local patients to resolve and find optimal solutions to their financial obligations to Cleveland Clinic Abu Dhabi (CCAD). Responsible for arranging payment plans and understanding of the health insurance regulations outlined by UAE's government. Must be able to give the most ideal advice while maximizing revenue for CCAD and reducing the risk of write-offs. He/she will be required to perform financial analyses and reporting for Patient Access Services (PAS). Will have some authority to approve within appropriate threshold amount, payment plans, identify charity care, and red letter cases as defined by policy. PRIMARY DUTIES AND RESPONSIBILITIES: • Handles all complex financial discussions with patients and families and performs scheduling functions for self-pay patients • Proactively calls patients to discuss financial issues and works with patients and families towards finding the most appropriate solution • Rounds in the hospital emergency department to ensure patient payment liability is resolved post patient stabilization • Educates other Patient Access Caregivers on health insurance regulations updates and changes • Performs financial analyses and reporting as required by Manager and monitors performance dashboards that reflect access to patient care, patient flow and patient cost-share collection • Obtains and collects necessary financial data to help qualify patients for the best financing option • Resolves workqueues for financial clearance within acceptable timeframes to ensure scheduling for patient's appointment is not delayed • Continuously seeks creative options for patients to resolve financial obligations to CCAD		

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	• Develops forms, letters with regards to patient financial responsibility and follow up • Will have to possess and maintain an understanding of financial assistance options such as charity care, Crown Prince GOPs, Activity Based Mandates, Red Letter process • Flexibility in handling international patients including coordination, follow-up and understanding of international health insurance business programs • Other duties as assigned
Minimum Qualifications:	• Bachelor degree. • Minimum four (4) years' experience in a hospital, clinic or other health care facility with related experience that includes but is not limited to patient registration, patient scheduling or patient billing in a supervisory or team leader capacity • Basic knowledge of medical terminology, insurance, hospital operations is required • Ability to demonstrate genuine concern for patients and patient satisfaction • Ability to manage and efficiently complete multiple tasks on time • Strong oral and written communication skills • Excellent interpersonal skills • Strong organizational skills • Critical thinker, resourceful and self-starter • Strong financial analyses background • Ability to speak and write in English • Ability to speak and write in Arabic is preferred • Proficient in the use of PCs, filing systems, other software applications and MS Office (i.e. Excel, Word, PowerPoint) • Ability to perform basic to advance math functions (calculations of discounts, time value of money) • Ability to learn and work the Revenue Cycle Management (RCM) Systems • Ability to adapt to a changing and dynamic environment • Fully embraces the culture of CCAD and the "Patients First" values • Ability to work rotating shifts as needed
No. of Positions Required:	1
Job Close Date:	Open Until Filled

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Job Reference No.: JV514

Company Name: **Cleveland Clinic Abu Dhabi**



Company Type: Semi-Government

Job Position/Title:	Site Support Specialist I	Academic Major:	All IT Majors
Salary Range:	Very Competitive Package	Years of Experience:	2 – 5 years of experience
Job Location:	Abu Dhabi	Job Type:	Full-time
Nationality:	UAE Nationals	Gender:	Male or Female or Both
Job Description:	JOB SUMMARY: This position will report to the Site Support Team Lead is responsible for providing frontline support, system expertise, consultation, training, problem solving, and issue resolution to clinicians on software systems' used to directly and indirectly care for patients. In addition, this position collaborates with Medical and Clinical Operations leadership to facilitate and coordinate optimal adoption and use of the EMR and other clinical systems. PRIMARY DUTIES AND RESPONSIBILITIES: • Achieves and maintains proficiency in electronic medical record and other clinical applications • Serves as a primary contact for electronic medical record and other clinical systems related issues • Learns and understands the workflows of the departments for which providing primary support, and how the workflows integrate with the electronic medical record and other clinical systems • Provides on-site end-user support for technical and workflow issues, new functionality implementation, and system upgrades for the electronic medical record and other clinical systems • Collects and analyzes data to enhance user efficiency and effectiveness • Evaluates basic inquiries pertaining to the functional operation of the EMR and other related system implementations and upgrades • Accountable to resolve end user issues, including escalating issue to higher levels of support, when appropriate, and tracking to ensure issue is resolved • Participates in on-going optimization (clinical workflow, order sets, clinical decision support, care pathways, reports, etc.) based upon end user feedback • Escalate optimization needs/requests and software issues to the informatics/technical team in a time sensitive manner • Participates in training system users, enhancing the skills of existing users, and communicating application enhancements or new functionality via coaching, providing system demos, developing job		

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	aides, delivering 1:1 training and/or assisting in classroom training - Provides system and process knowledge during scheduled and unscheduled downtimes, to ensure downtime and recovery workflows are followed, and the system is working as designed after the downtime - Rotation of after-hours emergency support - Other duties as assigned
Minimum Qualifications:	- Bachelor degree. - Understanding of patient care setting, clinical practice and clinical workflows within an EMR and other clinical applications required 2-3 years of experience providing system support to clinical staff, or 2-3 years of experience working in a clinical setting with daily use of an electronic medical record. 2-3 years of proven knowledge of clinical workflows and track record of providing excellent support to clinical staff. 3-5 years prior experience providing application support may be accepted in lieu of clinical background. - Experience with clinical information systems required - Experience in education/training or human resources development preferred - Proficiency in personal computer-based productivity tools. - Ability to be an outside-of-the-box thinker / problem solver. - Ability to work with and communicate with a diverse work force in all levels of the organization - Ability to handle multiple concurrent priorities in a dynamic environment. - Ability to work in a team - Ability to work with minimal supervision - Strong Analytical ability and decisive judgment skills - Strong leadership and problem solving skills - Demonstrated ability to lead others in complex situations. - Ability to manage multiple project tasks and timelines - Epic experience is highly desired.
No. of Positions Required:	1
Job Close Date:	Open Until Filled

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Job Reference No.: JV515

Company Name: Cleveland Clinic Abu Dhabi



Company Type: Semi-Government

Job Position/Title:	Supervisor, Appointment Scheduling	Academic Major:	All Majors Business & Economics
Salary Range:	Very Competitive Package	Years of Experience:	5 years of experience
Job Location:	Abu Dhabi	Job Type:	Full-time
Nationality:	UAE Nationals	Gender:	Both
Job Description:	JOB SUMMARY: The position of Supervisor, Appointment Scheduling, within the Contact Center, will work with the Appointment Scheduling Manager to support Appointment Schedulers in the execution of their duties. This position will also support the Appointment Scheduling Manager with all administrative appointment scheduling responsibilities and workforce management for their unit. This position will support the Appointment Schedulers in delivering accurate information while offering a first class patient experience by fully embracing the culture of CCAD and the Patients First values. On occasion, this position may need to be a “working” supervisor and provide the same services as the Appointment Schedulers. PRIMARY DUTIES AND RESPONSIBILITIES: • Supervises Appointment Schedulers in the execution of duties, answering questions and providing guidance as required • Pro-actively addresses concerns or issues, address these or escalates as appropriate • Ensures compliance with policies and procedures for appointment scheduling • Supports the Manager, Appointment Scheduling in the scheduling of agents and workforce management in addition to shift leading • Reviews the quality of work of Appointment Schedulers • Responsible for delivering results for key performance indicators as established by the Manager, Appointment Scheduling/Director, Contact Center by supporting and ensuring that Appointment Schedulers are aware of KPI requirements and are meeting these requirements to ensure a quality patient experience • Prepares all reporting and metrics for their Appointment Scheduling unit		

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	• Supports the follow-up work of Appointment Schedulers, providing advice and guidance and links to the Finance Department as required • Works collaboratively with nursing and medical departments in coordinating schedules to ensure seamless and positive patient experience • Provides input into performance reviews of staff and department • Other duties as assigned
Minimum Qualifications:	• Bachelor degree. • Minimum five (5) years of recent experience inclusive of at least two (2) in a supervisory role in a healthcare setting providing appointment scheduling or equivalent work experience in another relevant industry with demonstrated practical working knowledge of call center or any appointment call center background e.g., insurance, hotel, airline, telecommunication industry will be considered • Basic knowledge of medical terminology, insurance, hospital operations are desirable SKILLS: • Strong oral and written communication skills • Ability to demonstrate genuine concern for patients and patient satisfaction in a non-facing environment • Strong organizational and time management skills; able to manage and efficiently complete multiple tasks on time • Strong analytical skills • Able to work independently and as part of a team; excellent interpersonal skills • Ability to adapt to a changing and dynamic environment • Fluency in English required; Bilingual (English and Arabic) is preferred • Phone, typing, computer and Internet skills
No. of Positions Required:	1
Job Close Date:	Open Until Filled

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JOB NAVIGATOR

Locating Your Career Path



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Job Reference No.: JV516

Company Name: **Cleveland Clinic Abu Dhabi**



Company Type: Semi-Government

Job Position/Title:	SYSTEMS PERSONNEL	Academic Major:	All IT Majors
Salary Range:	Very Competitive Package	Years of Experience:	2 years of experience
Job Location:	Abu Dhabi	Job Type:	Full-time
Nationality:	UAE Nationals	Gender:	Both
Job Description:	JOB SUMMARY: This position is responsible for monitoring the systems associated with elements of patient services, including system security, enhancement testing, table maintenance and modification, problem identification and resolution and standard operating procedures. This position will interface with other departments, especially IT, to ensure the proper functioning of such systems. PRIMARY DUTIES AND RESPONSIBILITIES: • Oversees system components relating to insurance verification, notification and authorization • Provides expertise regarding system capabilities as it relates to insurance requirements and ranking • Interacts closing with IT regarding system problems and/or enhancements • Maintains and updates tables specific to patient services or other work-flow tracking systems • Tests evolving system enhancements and modifications • Updates security levels as appropriate • Supports and maintains a commitment to continuous quality improvement • Ensures that appropriate systems are used for registration, verification and certification		
Minimum Qualifications:	• Bachelor degree. • Minimum of two (2) years' experience in a hospital, clinic or physicians office is required • Knowledge of tracking system architecture and principles • Ability to perform tests specific to proposed modifications and suggest improvements of a technical nature		

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	• Proficient in the use of PCs, spreadsheets and other software applications • Ability to remain proficient with evolving technological applications • Strong oral and written communication skills • Ability to speak and write in English is required • Ability to speak and write in both English and Arabic is preferred • Health care industry experience is preferred
No. of Positions Required:	1
Job Close Date:	Open Until Filled

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Job Reference No.: JV517

Company Name: Cleveland Clinic Abu Dhabi



Company Type: Semi-Government

Job Position/Title:	Talent Acquisition Specialist	Academic Major:	Human Resource Management & Development
Salary Range:		Years of Experience:	3 years of experience
Job Location:	Abu Dhabi	Job Type:	Full-time
Nationality:	UAE Nationals	Gender:	Both
Job Description:	JOB SUMMARY: Within the Human Resources department, the Talent Acquisition Specialist will be responsible for effectively recruiting dynamic staff, in a highly competitive marketplace. This position is responsible for designing, implementing and evaluating innovative strategies for the recruitment of non-licensed administrative and professional candidates for employment within CCAD. Providing a steady pool of highly talented applicants to CCAD will ensure the organization is able to achieve its mission. This position is also responsible for overseeing the selection process of candidates, which includes advertising, interviewing, coordinating starting dates and processing paper work associated with newly hired and transferred employees. PRIMARY DUTIES AND RESPONSIBILITIES: - Responsible for sourcing, screening, interviewing and helping to select the most qualified applicants from around the world. - Works to increase pools of diverse applicants through targeted advertising and by creating relationships with organizations that, through networking and referrals, will generate diverse applicants. - When appropriate utilizes the CCAD recruitment database, local and international networking, referrals and targeted advertising, to source applicants. - Promotes CCAD recruitment efforts to students through job fairs, conventions, speaking engagements and related activities - Maintains effective relationships with educational facilities and programs in order to promote CCAD and assist with the recruitment of applicants - Functions as an internal expert on all possible recruitment strategies and communicates and advises on the best course of action to fill open positions - Researches and recommends new sources for active and passive		

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	candidate recruiting - Provides qualified applicants for open positions and collect candidate documentation at the appropriate time for qualified candidates. - Maintains a cooperative relationship with departments throughout CCAD to ensure that fair employment practices are followed - Provides guidance to hiring supervisors on advertising, current job market conditions, compensation, and other talent acquisition related issues. - Serves as an internal consultant regarding staffing needs and projections - Ensures that all steps of the talent acquisition process including position approval, sourcing, interviewing, testing, reference checking, criminal background checks, new-hire paperwork and status of all applications is completed including decline communication. Conducts regular follow-up with CCAD personnel to determine the effectiveness of recruiting plans and implementation. Organizes one-on-one or group interviews or other selection methods as appropriate. - Functions as an expert regarding HR policies and procedures relative to internal and external recruitment in order to ensure compliance with all of CCAD and regulatory requirements.
Minimum Qualifications:	- Bachelor degree. - Must have strong written and oral communication skills as well as exceptional interpersonal skills. - Strong understanding of the recruitment industry in the Middle East as well as globally is preferred. - Strongly persuasive to candidates and internal customers. - Adaptable and flexible approach to achieving results. - Self-starter and able to create solutions outside of normal working requirements. - Requires critical thinking skills, decisive judgment and the ability to work with minimal supervision. Must be - able to work in a stressful environment and take appropriate action. - Strong understanding of best practice recruitment and selection methodology. Strong preference to candidates with social media recruitment experience and best practices. - Qualified to administer selection tests is a plus - Minimum of three (3) years human resources or management experience is required - Minimum of three to five (3-5) years of professional level recruitment

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	experience is preferred. • Two years professional experience of working in a multi- national environment and thriving in workplaces where significant cultural diversity exists is preferred • Corporate recruiting experience in a start-up multinational organization is preferred. • Knowledge of employment law relating to hiring practices • Proficient in various computer and software programs (HRIS, Applicant tracking systems, Microsoft Office (word, Excel, Powerpoint, Visio) • Strong analytical and project management skills • Ability to speak and write in English is required • Ability to speak and write in Arabic is a plus • Health care industry experience is a plusStrong leadership and problem solving skills • Demonstrated ability to lead others in complex situations. • Ability to manage multiple project tasks and timelines
No. of Positions Required:	1
Job Close Date:	Open Until Filled

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Job Reference No.: JV518

Company Name: **Cleveland Clinic Abu Dhabi**



Company Type: Semi-Government

Job Position/Title:	TRAINER	Academic Major:	Human Resource Management & Development
Salary Range:	Very Competitive Package	Years of Experience:	2 years of experience
Job Location:	Abu Dhabi	Job Type:	Full-time
Nationality:	UAE Nationals	Gender:	Both
Job Description:	JOB SUMMARY: This position is responsible for the design and delivery of training courses for CCAD employees. This position is also responsible for providing post-training support to facilitate the transference of classroom learning into the improvement of job skills and competency. PRIMARY DUTIES AND RESPONSIBILITIES: • Prepares and facilitates training courses and programs for employees, including the design of instructional and participant materials • Organizes training manuals, multimedia visual aids and other educational materials • Analyzes training needs to develop new training programs or modify and improve existing programs • Determines data elements necessary for training database and maintains data on an ongoing basis • Conducts training sessions in both large and small group settings • Develops testing and evaluation procedures • Works to identify appropriate training needs • Acts as a facilitator for large training venues		
Minimum Qualifications:	• Bachelor degree. • Minimum of two (2) years human resources experience (preferably as a trainer) is required • Knowledge of adult education and teaching/learning processes • Demonstrated strong application of adult learning concepts, instructional design methods and educational program delivery • Ability to use a variety of learning/training concepts and principles		

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	• Strong group presentation and facilitation skills • Strong oral and written communication skills • Ability to speak and write in English is required • Ability to speak and write in both English and Arabic is preferred • Health care industry experience is preferred
No. of Positions Required:	1
Job Close Date:	Open Until Filled

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JOB NAVIGATOR

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JOB VACANCY FORM®

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

Job Reference No.: JV519

Company Name: **Cleveland Clinic Abu Dhabi**



Company Type: Semi-Government

Job Position/Title:	TRAINING and LMS COORDINATOR	Academic Major:	Management Information Systems (MIS)
Salary Range:	Very Competitive Package	Years of Experience:	1 years of experience
Job Location:	Abu Dhabi	Job Type:	Full-time
Nationality:	UAE Nationals	Gender:	Both
Job Description:	JOB SUMMARY: This position supports training activities and includes using a Learning Management System (LMS) to schedule, organize, assign and report on learning activities at CCAD. PRIMARY DUTIES AND RESPONSIBILITIES: - Processes requests for training activities (courses, announcements, registration, attendance, records) - Reviews all training requests for compliance with policies and procedures - Prepares materials to support instructors (participant learning guides, facilitator guides) and ensures room set up - Maintains user accounts (learner, manager, instructor) within a specific LMS domain - Prepares course rosters (based on registrations) and updates class attendance after learning activities - Maintains LMS to ensure accuracy with respect to learners, reporting relationship between learners and managers, learning assignments and mandatory learning - Maintains a liaison with the LMS Global Administrator (LMS specialist) regarding system issues - Collaborates with stakeholders to develop useful and easy to read , standard reports on training - Provides assistance to caregivers by answering routine and general training and LMS related questions - Sets up learning assignments for new caregivers to ensure timely compliance with educational requirements - Uploads learning activities to the “test” server until approved for launch		

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	via the production system to a particular domain(s) - Ensures learning content within the domain(s) is reviewed and revised by subject matter experts at least annually - Performs other duties as assigned
Minimum Qualifications:	- Bachelor degree. - Minimum of one (1) year of experience supporting training activities - Strong technical and customer service skills - Ability to speak and write in English - Previous experience in learning and using new software applications
No. of Positions Required:	1
Job Close Date:	Open Until Filled

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