

Center for Career Placement & Alumni
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.: JV577

Company Name: Masdar Institute of Science and Technology



Company Type: Semi-Government

Job Position/Title:	Employee Relations Officer - Developpee	Academic Major:	Human Resource Management & Development
Salary Range:	Very Competitive Package	Years of Experience:	Fresh Graduate
Job Location:	Abu Dhabi	Job Type:	Full-time
Nationality:	UAE Nationals	Gender:	Male
Job Description:	• Check the HR help desk e-mail daily bases and forward the requests and follow up with the concerned employee/department to resolve and close the cases. • Handle all type contract extension and prepare Action forms to submit the same to Payroll. • Provide assistance to payroll and submit required informations and formats for Transfer, Promotion, and while changing the title, Allowances and benefits. • Update information back to Recruitment Agencies and other external parties upon change in employment status, especially Insurance Companies and Pension Funds etc. • Handle resignation, termination to ensure a smooth transition for separating employees. • Stop salary, conduct exit interview and ensure that organization's assets are returned and get dully filled clearance form to process the End of Service / Final Settlement. • Assist UAE national in Car Loan Process. • Coordinate with Procurement to process Business card request, Air Ticket and reimbursement after the HR verification. • Contact Pension Fund for adding, updating and deleting employees upon request and coordinate with the concern person to exchange and record accurate information. • Ensure all types of leave are managed, as per the policy.		

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	• Ensuring the compliance of all policies and procedures in the execution of processes. • Ensure that all HR forms / materials are in line with the HR policies and procedures. • Report Senior Employee Relations Officer regarding the unsuccessful probation cases to take necessary steps much in advance. • Follow up with Training and development department on probation confirmation and same has to be updated in soft copy and hard copy files, while recording the same in the HR System. • Report Senior Employee Relations Officer regarding the unsuccessful probation cases to take necessary steps much in advance. • Assist in conducting employee satisfaction / feedback survey and accumulate reports. • Ensure that all the contractual employee benefits are processed on time and update the employee. • Process appropriate action to resolve grievances and conflicts upon instruction from the Line Manager. • Prepare and submit activity report to ensure the developments are recorded on regular basis. • Respond to emails and other type of correspondences on timely manner to ensure sound communication and to minimize response time – which will help in increasing the quality of employee relations services. • Ensure that all ER activities are executed within the policies designed for the organization and in compliance with UAE Labour laws.
Minimum Qualifications:	Bachelor's Degree
No. of Positions Required:	1
Job Close Date:	Open until Filled

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

nabdulla@masdar.ac.ae

