

Center for Career Placement & Alumni
Graduate Placement Services (GPS)

JOB VACANCY FORM[®]

Job Reference No.: JV632

Company Name: Abu Dhabi Tourism and culture Authority

Company Type: Government



Job Position/Title:	Human Resource specialist	Academic Major:	Human Resource
Salary Range:	31800	Years of Experience:	Fresh Graduate
Job Location:	Abu Dhabi	Job Type:	Full-time
Nationality:	UAE Nationals	Gender:	Male
Job Description:	- Ensure delivery of best practice recruitment and selection solutions across TCA to support in achieving business objectives through attracting talented people. - Prepare and manage the annual recruitment plan in line with TCA workforce plan, competencies and skills, experience and management reporting. - Develop recruitment strategies to attract and retain the best people while working within budget guidelines. - Ensure job requisitions are reviewed and Senior Managers / Directors and Executive Directors are liaised with in order to understand the department and its recruitment needs within the context of their mission, business objectives, goals, operations, work culture and required competencies and skills. - Ensure screening, interviewing and testing actions are implemented in accordance to TCA HR policies and procedures. - Provide advice and support on recruitment and selection processes including advertising, interviews, tests and reference checking. - Identify, develop and manage strategic relationships with recruitment agencies and education institutions. - Represent TCA at recruitment fairs and other events as required. - Manage the presentation, selection, offer, negotiation, reference checking, closing and administrative components involved in full lifecycle recruiting. - Review offers' amendments or extensions of employment to selected candidates within the guidelines of the TCA compensation policy. - Ensure that complete and inspiring information reflecting TCA's corporate image is communicated to applicants. - Develop and maintain a database of talented applicants that can be used for identifying potential candidates for future needs. Advise on HRIS functionalities for recruitment module.		
Minimum Qualifications:	Bachelor		
No. of Positions Required:	1		
Job Close Date:	20-Augst-14		

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

mbalooshi@tcaabudhabi.ae

