

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.: JV671

Company Name: Abu Dhabi Education Council

Company Type: Government



مجلس أبوظبي للتعليم
Abu Dhabi Education Council
التعليم أولاً Education First

Job Position/Title:	Team Leader – Recruitment & Staffing	Academic Major:	Human Resource Management & Development
Salary Range:	48,000 AED	Years of Experience:	4 years of experience
Job Location:	Al Ain	Job Type:	Full-time
Nationality:	UAE Nationals	Gender:	Male
Job Description:	Job Objective: To support the development of manpower plans and recruitment of all school staff within designated region across the Emirate; ensure appropriate staffing (as per P-12 policies) to provide high quality education and meet the needs of all students. Functional Role: - Oversee and facilitate coordination with Cluster Managers to consolidate workforce requirements for all school staff (Principals, Vice Principals, Teachers, Librarians and Technicians) within schools in the Emirate; - Oversee assessment of the manpower capability (especially school staff) and future growth needs of schools in the Emirate and lead the development of appropriate manpower plans to help ensure appropriate staffing across all schools in accordance with the policies/guidelines defined by P-12 Sector; - Lead the development and communication of job descriptions for teachers, principals and school administration staff and ensure that the job descriptions reflect P-12 Policy Sector requirements; - Establish a process and monitor it to ensure that job descriptions are reviewed and updated, in accordance with the changing roles and Sector developments; - Establish relationships with recruitment agencies to help coordinate the sourcing and recruitment of school staff, oversee coordination by the Specialists and manage any issues that arise; - Oversee all routine activities of the recruitment process for school staff including and not limited to: - Identifying appropriate recruitment channels - Liaising with recruitment agencies for sourcing of candidates - Facilitating interviews with potential candidates and participating in the interview as required - Establishing clear and consistent means of assessment etc.		

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	- Working with temporary employment agencies to help ensure the timely and efficient support of extra teaching and staffing resources when necessary - Managing the induction of the newly recruited school staff - Manage the coordination with the General Services Division for back-office administration duties (e.g. visas, transport, accommodation) for the newly recruited school staff, and manage any issues that may arise; - Assist the Section Manager as required in managing school staff allocation and replacements (in appropriate schools and grades); - Provide suggestions and/or endorse suggestions by Specialists for improving the manpower planning and recruitment process for school staff to Section Manager; Perform other duties as requested.
Minimum Qualifications:	Bachelor Degree
No. of Positions Required:	1
Job Close Date:	15/10/2014

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

Khadim.almansoori@adec.ac.ae

