

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

JOB VACANCY FORM[®]

Job Reference No.: JV744

Company Name: University of Sharjah



Company Type: Semi-Government

Job Position/Title:	Employee Performance Officer	Academic Major:	HR
Salary Range:	15,000-18,000 AED	Years of Experience:	Fresh Graduate
Job Location:	Sharjah	Job Type:	Full-time
Nationality:	Only UAE Nationals	Gender:	Both
Job Description:	- Follow-up the implementation of staff performance appraisal policies - Provide the units with the lists of employees whose performance should be evaluated - Review performance appraisal forms to verify that they are complete and follow the performance criteria as per the policies - Prepare lists containing performance appraisal results - Discuss the appraisal results with the employees' line managers - Cooperate with the Development and Training Center for conducting employee performance development courses - Follow-up employee performance after receiving training courses - Forward the appraisal forms of low performance results to the Employee Affairs Committee - Prepare the letters related to employee performance, including letters for promotion purposes - Prepare weekly/ monthly reports for UOS Administration - Any other job-related duties		
Minimum Qualifications:	- Bachelor degree - Effective communication skills and ability to present issues both in writing and verbally. - Planning and organizing skills - Ability to work independently and as a team member - Negotiation and convincing skills - Full knowledge of the policies, bylaws and rules applicable in the University - Good knowledge of Ministry of Labor laws		
No. of Positions Required:	1		
Job Close Date:	Open Until Filled		

هام: المعلومات الواردة في هذا النموذج هي فقط لطلبة وخريجي جامعة الإمارات العربية المتحدة ولا يحق نشرها أو تداولها خارج نطاق الجامعة
IMPORTANT: The information presented in this document is for UAEU students and graduates only and cannot be shared outside UAE University

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

ralketbi@sharjah.ac.ae

