

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

JOB VACANCY FORM®

Job Reference No.: JV918

Company Name: Masdar Institute of Science and Technology



Company Type: Semi-Government

Job Position/Title:	Recruitment Officers - Developpee	Academic Major:	HR
Salary Range:	30,000/Month	Years of Experience:	Fresh Graduate
Job Location:	Abu Dhabi	Job Type:	Full Time
Nationality:	Only UAE Nationals	Gender:	Both

Job Description:	1. <u>OBJECTIVE:</u> Provide administrative support to the recruitment. This support involves co-coordinating interviews, composing reports, updating data bases, creation of contracts, developing intent offers, supervising general administrative duties. Responsible for providing an excellent recruitment experience in the hiring of non-academic staff. The Recruitment Officer will apply techniques to continuously improve all aspects of the customer experience as it relates to recruitment. As well as it will drive initiatives aimed at attracting the best employees, initiate and create value-added recruitment services and tools, and optimally manage the workflow of the Recruitment process, with the least cost possible. 2. <u>DUTIES AND RESPONSIBILITIES:</u> • Provide expertise for all levels of recruitment. • Works in partnership with hiring managers and recruitment leaders. • Act as subject matter expert for various recruitment projects. • Overcome any obstacles faced in daily tasks. • Provide assistance with the arrangements for international candidates. • Attend external events for networking and scouting of potential talent. • Work with the various Divisions regarding their recruiting, initiate recruitment procedures according to approved manpower plan and budgets and implement the orientation programs for new hires • Establish regular routines with senior leadership to update on their recruitment status, plus identify any problems and report it to recruitment head. • Manage a portfolio of clients and non-academic recruitments files. • Effectively market and represent the Masdar Institute as an employer of choice in the region. • Perform other tasks related to recruitment and selection function as they arise and as delegated by head of recruitment.
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	• Maintain a database of various recruitment sources (job portal companies, recruitment agencies, universities, etc) • Attend and plan career fairs. • Control, maintain, update, and prepare monthly and weekly reports. • Maintain relationships with newspaper, recruitment, search and advertising agencies to advertise vacancies and coordinate with them for sourcing of potential candidates • Participate in any recruitment initiatives. • Ensure all recruitment policies, procedures and techniques are adhered to and recommend improvements. • Prepare job offers successful candidates and reference check. • Assist in performing the day to day activities of screening resumes, short listing candidates, interviewing candidates, scheduling interviews with managers, issuing offer letter etc; • Assist in reviewing current recruitment and selection processes, identify gaps, and ensure they are resolved. • Maintaining security clearance and update the security clearance track. • Assist in developing and maintaining relevant recruitment databases to capture performance indices like hiring rate. • Make use of free charge and social networks to bring candidates. • Implement ERP to automate processes, set resources and optimize different recruitment related HR processes to meet core business needs.
Minimum Qualifications:	• Good verbal and written communication skills in English and Arabic. • Basic knowledge of accounting principles and practices • Computer literate with good abilities in MS Excel. • Fresh graduates willing to learn and develop will be considered.
No. of Positions Required:	2
Job Close Date:	31/01/2016

هام: المعلومات الواردة في هذا النموذج هي فقط لطلبة وخريجي جامعة الإمارات العربية المتحدة ولا يحق نشرها أو تداولها خارج نطاق الجامعة
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To Apply, UAEU Graduates/Alumni should send their CVs to:

nabdulla@masdar.ac.ae