



## Human Resources Manager

Dubai Institute of Design and Innovation is seeking to appoint a full-time **Human Resources Manager** to provide all HR support for the faculty and staff of DIDI.

### Principal Accountabilities

- Provide a high-quality and consultative recruitment service to Hiring Managers, ensuring that the end-to-end recruitment process is effectively communicated and managed and aligned with the TECOM HC process.
- Ensure compliance with all policy, audit and approval requirements for all HR related matters, including quality control and checks. Recommend and implement processes and systems to enhance continual improvement within the function. Ensure alignment with HR policies for both faculty and staff positions in accordance with DIDI's HR Manual. Stay up to date with all MOHESR CAA requirements for hiring of faculty and staff.
- Manage and conduct grievances and disciplinary issues and provide appropriate guidance to the line managers for efficient, fair and satisfactory resolution.
- Provide HR data and reports as required on a regular or ad-hoc basis. Prepare dashboards and presentations based on Human Capital data as necessary.
- Guide the faculty staff in coordination with Tecom to set individual goals, manage performance, develop talent, motivate staff and in the provision of informal/formal feedback.
- Reconcile and coordinate with Tecom Human Capital to ensure all employee details are accurate and updated
- Assist in the drafting of job descriptions for all new and existing positions, ensuring they are well documented and updated from time to time.
- Deliver HR induction programs to all new joiners to DIDI to ensure communication of all required information for proper orientation and smooth transitioning of new joiners to both Middle East and DIDI.
- Support the faculty staff in identifying training programs/ learning initiatives, designing training plans and implementing programs as required.
- Provide prompt and high-quality of direct sourcing of candidates through various online sources (LinkedIn/Job Portals etc.) as well as screening of vacancy advert responses to ensure high-quality shortlists are presented to Hiring Managers in line with required time frames. Carry out telephonic or face-to-face pre-screening interviews to ensure shortlisted candidates meet the Departmental and DIDI's requirements.
- Interview Candidates as part of the selection process for vacancies to provide input and recommendations to Hiring Managers and ensure that selected candidates meet the job and organizational requirements.
- For selected candidates, manage the offer negotiation process and ensure that all required documentation and approvals are in place to put forward an official employment offer, including

preparing any justifications and ensuring that offers are in line with company policy and parity guidance.

- Effectively communicate with candidates throughout the recruitment and on-boarding process to ensure that the process is conducted in a professional manner and reflects well upon DIDI. Brief candidates/recruits on all pre and post joining formalities, answering all queries raised by candidates and line departments on immigration/ labour law/company policies and procedures. All other onboarding matters will be handled by TECOM HC.
- Ensure accurate tracking and reporting of all Recruitment activities. Ensure that the vacancy/ recruitment database and status reports are developed, updated and submitted to the COO. Ensure that the candidate hardcopy and softcopy databases are updated and maintained at all times for record and easy retrieval purposes.
- Support the designing and administration of selection tools and assessment centers and processes relevant to specific job levels to ensure right selection of candidate based on skill requirement that befits the position.
- Ensure all pre and post joining documents (Personal data sheet, references, and Insurance nomination form) are collected from recruits and that it meets the criteria/pre joining conditions. Ensure all documentation is completed and submitted to TECOM HR for timely processing.
- Provide assistance to all faculty and staff relocating from abroad. Share all required documents needed for MOHE approvals and UAE Visa processing. Establish a relocation process to include shipping of household items, 30 days of temporary housing and assistance for employees to seek permanent housing as well as provide information on school registration.
- Follow DIDI policies and procedures and follow coordination processes with TECOM HC for all people management aspects such as leave processing, recruitment, termination, disciplinary procedures, training, performance appraisals, and other similar related responsibilities.
- Keep abreast of professional developments, new techniques and current issues, through continued education and professional growth.
- Perform any other related activity as directed by the Senior Manager – Recruitment, Emiratization & HC Services.

<b>Knowledge, Skills, Experience and Competencies</b>	
Minimum Qualification:	Graduate degree
Experience:	5 years' business experience with at least 2-3 years in Recruitment/HR. Experience directly sourcing candidates essential. Recruitment Agency / Consultancy experience preferred. Experience of working in a HR role within a university or education setting is desirable.
Job Specific Skills:	Excellent planning and organizational skills Keen attention to detail and quality of work Excellent communication skills in English and Arabic

	Proven interviewing and negotiation skills Previous experience working in a startup environment
Behavioral Capabilities	Customer focus Ability to adapt to changing environments Developing self and others Drive for results Ability to work well in a team environment Take responsibility

Role Relationships	
Internal	COO, Dean, Executive Committee, DIDI Senior Management, TECOM HC (OD, Recruitment and Benefits)
External	Candidates, Recruitment Agencies, Executive Search Firms

**To Apply**

Please submit a CV and covering letter outlining your suitability for the role to **employment@didi.ae**. This vacancy will remain open until filled.

*Date Listed: July 6, 2017*