

Human Resources Department

1. Chief Human Resources Officer (CHRO)

- **Job Description:**
 - Oversee all human resources activities and initiatives.
 - Develop and implement HR policies and strategies.
 - Manage the department's budget and resources.
 - Ensure compliance with HR regulations and standards.
 - Collaborate with other departments and external partners on HR matters.
 - Represent the department in public forums and meetings.
- **Job Specifications:**
 - **Responsibilities:**
 - Develop and implement strategic HR goals and objectives.
 - Monitor and evaluate the effectiveness of HR programs and policies.
 - Manage the department's budget, including forecasting and resource allocation.
 - Ensure all operations comply with local, state, and federal HR regulations.
 - Build and maintain relationships with key stakeholders, including government officials, community leaders, and HR organizations.
 - Lead, motivate, and develop a team of HR professionals.
 - Prepare and present reports on departmental performance and HR issues to senior management and elected officials.
 - Innovate and implement new HR technologies and practices to improve HR management.
 - **Requirements:**
 - **Education:** Master's degree in Human Resources, Business Administration, or a related field.
 - **Experience:** 10+ years in human resources management, with at least 5 years in a senior leadership role.
 - **Skills:**
 - **Leadership:** Proven ability to lead and manage large teams and complex projects.
 - **Strategic Planning:** Experience in developing and executing long-term strategic plans.
 - **Budget Management:** Strong financial acumen and experience managing large budgets.
 - **Communication:** Excellent verbal and written communication skills, with the ability to present complex information clearly and effectively.
 - **Problem-Solving:** Strong analytical and problem-solving skills, with the ability to think strategically and implement innovative solutions.
 - **Stakeholder Management:** Ability to build and maintain strong relationships with a wide range of stakeholders.
 - **Certifications:** SHRM-SCP (Senior Certified Professional) or equivalent is preferred.
 - **Benefits:**
 - Salary: QAR 45,000 per month

- Comprehensive health insurance
- Retirement plans
- Paid time off (30 days per year)
- Professional development opportunities

2. Assistant CHRO

- **Job Description:**
 - Assist the CHRO in managing department operations and executing HR programs.
 - Develop and implement HR policies and procedures.
 - Oversee staff performance and ensure compliance with HR regulations.
 - Manage departmental projects and initiatives, ensuring they are completed on time and within budget.
- **Job Specifications:**
 - **Responsibilities:**
 - Assist in the development and implementation of strategic HR goals and objectives.
 - Support the CHRO in budget management and financial reporting.
 - Coordinate activities among various units within the department to ensure seamless service delivery.
 - Supervise, mentor, and develop junior staff.
 - Ensure departmental operations comply with HR laws and standards.
 - Handle public inquiries and complaints related to HR issues.
 - Manage departmental projects, including planning, execution, monitoring, and reporting.
 - Identify opportunities for process improvement and implement best practices.
 - **Requirements:**
 - **Education:** Bachelor's degree in Human Resources, Business Administration, or a related field.
 - **Experience:** 8+ years in human resources management, with at least 3 years in a management role.
 - **Skills:**
 - **Leadership:** Strong leadership and team management skills.
 - **Policy Development:** Experience in developing and implementing HR policies and procedures.
 - **Staff Management:** Proven ability to manage and develop staff.
 - **Communication:** Excellent verbal and written communication skills.
 - **Problem-Solving:** Strong analytical and problem-solving abilities.
 - **Project Management:** Experience managing projects from inception to completion.
 - **Certifications:** SHRM-CP (Certified Professional) or equivalent is preferred.
 - **Benefits:**
 - Salary: QAR 35,000 per month
 - Comprehensive health insurance

- Retirement plans
- Paid time off (25 days per year)
- Training and development programs

3. HR Manager

- **Job Description:**
 - Manage the daily operations of the Human Resources Department.
 - Ensure compliance with HR regulations and standards.
 - Implement departmental policies and procedures to enhance HR management.
- **Job Specifications:**
 - **Responsibilities:**
 - Oversee the execution of HR programs and initiatives.
 - Monitor staff performance and provide training and development opportunities.
 - Develop and manage departmental budgets.
 - Liaise with other departments and external partners on HR issues.
 - Address public complaints and inquiries related to HR management.
 - Prepare and present reports on HR performance.
 - Identify areas for improvement and implement changes to enhance HR management.
 - Ensure compliance with health and safety regulations.
 - **Requirements:**
 - **Education:** Bachelor's degree in Human Resources, Business Administration, or a related field.
 - **Experience:** 5+ years in human resources management or a related field.
 - **Skills:**
 - **Operations Management:** Strong ability to manage daily operations.
 - **Coordination:** Excellent coordination and organizational skills.
 - **Problem-Solving:** Strong analytical and problem-solving abilities.
 - **Communication:** Effective verbal and written communication skills.
 - **Budget Management:** Experience in managing budgets.
 - **Certifications:** HR management certifications are beneficial.
 - **Benefits:**
 - Salary: QAR 30,000 per month
 - Comprehensive health insurance
 - Retirement plans
 - Paid time off (20 days per year)
 - Professional development opportunities

4. HR Coordinator

- **Job Description:**
 - Coordinate HR programs and activities.
 - Ensure compliance with HR regulations and standards.
 - Provide administrative support to the Human Resources Department.

- **Job Specifications:**
 - **Responsibilities:**
 - Coordinate HR programs and activities.
 - Ensure compliance with local, state, and federal HR regulations.
 - Provide administrative support to the Human Resources Department.
 - Prepare reports and presentations on HR issues.
 - Communicate with other departments and external partners on HR projects.
 - Maintain accurate records and documentation of HR activities.
 - Assist in the development and implementation of HR policies and procedures.
 - Participate in training programs on HR issues.
 - **Requirements:**
 - **Education:** Bachelor's degree in Human Resources, Business Administration, or a related field.
 - **Experience:** 2+ years in human resources or a related field.
 - **Skills:**
 - **Coordination:** Strong coordination and organizational skills.
 - **Communication:** Excellent verbal and written communication skills.
 - **Administrative Skills:** Proficiency in office administration and record-keeping.
 - **Problem-Solving:** Strong analytical and problem-solving abilities.
 - **Teamwork:** Ability to work collaboratively with other team members.
 - **Certifications:** HR certifications are a plus.
 - **Benefits:**
 - Salary: QAR 18,000 per month
 - Comprehensive health insurance
 - Retirement plans
 - Paid time off (15 days per year)
 - Training opportunities

5. Recruitment Specialist

- **Job Description:**
 - Manage recruitment processes and ensure compliance with hiring regulations.
 - Develop and implement recruitment strategies.
 - Coordinate and conduct interviews and assessments.
- **Job Specifications:**
 - **Responsibilities:**
 - Manage recruitment processes and ensure compliance with local, state, and federal hiring regulations.
 - Develop and implement recruitment strategies to attract qualified candidates.
 - Coordinate and conduct interviews and assessments.
 - Maintain accurate records and documentation of recruitment activities.
 - Collaborate with other departments on recruitment needs.
 - Prepare reports on recruitment activities and outcomes.

- Provide training and support to hiring managers.
- Participate in job fairs and recruitment events.
- **Requirements:**
 - **Education:** Bachelor's degree in Human Resources, Business Administration, or a related field.
 - **Experience:** 3+ years in recruitment or a related field.
 - **Skills:**
 - **Recruitment:** Strong skills in managing recruitment processes and strategies.
 - **Communication:** Excellent verbal and written communication skills.
 - **Analytical Skills:** Ability to analyze recruitment data and prepare reports.
 - **Teamwork:** Ability to work collaboratively with other team members.
 - **Problem-Solving:** Strong analytical and problem-solving abilities.
 - **Certifications:** Recruitment certifications are a plus.
- **Benefits:**
 - Salary: QAR 20,000 per month
 - Comprehensive health insurance
 - Retirement plans
 - Paid time off (18 days per year)
 - Training opportunities

6. HR Generalist

- **Job Description:**
 - Provide support in various HR functions, including recruitment, employee relations, and benefits administration.
 - Ensure compliance with HR regulations and standards.
 - Assist in the development and implementation of HR policies and procedures.
- **Job Specifications:**
 - **Responsibilities:**
 - Provide support in various HR functions, including recruitment, employee relations, and benefits administration.
 - Ensure compliance with local, state, and federal HR regulations.
 - Maintain accurate records and documentation of HR activities.
 - Assist in the development and implementation of HR policies and procedures.
 - Address employee inquiries and issues related to HR.
 - Prepare reports on HR activities and outcomes.
 - Collaborate with other departments on HR matters.
 - Participate in training programs on HR issues.
 - **Requirements:**
 - **Education:** Bachelor's degree in Human Resources, Business Administration, or a related field.
 - **Experience:** 3+ years in human resources or a related field.
 - **Skills:**

- **HR Functions:** Strong skills in various HR functions, including recruitment and employee relations.
- **Communication:** Excellent verbal and written communication skills.
- **Administrative Skills:** Proficiency in office administration and record-keeping.
- **Problem-Solving:** Strong analytical and problem-solving abilities.
- **Teamwork:** Ability to work collaboratively with other team members.
- **Certifications:** HR certifications are a plus.
- **Benefits:**
 - Salary: QAR 20,000 per month
 - Comprehensive health insurance
 - Retirement plans
 - Paid time off (18 days per year)
 - Training opportunities