

POSITION DESCRIPTION

Title:	HR Assistant – Emiratization	Location:	Abu Dhabi
Department:	HR and Corporate Services	Reports to:	HR and Corporate Services Manager
Salary:	Salary package		
Prepared by:	HR and CS Manager	Date:	Jan 2020

Overall Purpose:

Provide all HR administrative functions including recruitment and any administrative work related to Emiratization.

Roles and Responsibilities:

Human Resources:

Clinical Services Support

1. Send active clinical employees' list every month to the Medical Director and Clinical Governance and Audit Officer.

Performance Reviews (Head Office)

1. Receive hard copy forms.-
2. Enter details in the Excel sheet (N drive, HR folder, Performance Reviews Register).
3. Soft copy forms to be saving in the N drive, HR folder, Performance Reviews Register.
4. Hard copy forms to be to be kept in staff personal file

Probation

1. Receive hard/soft copy forms
2. Enter details in the Excel sheet (N drive, HR folder, Probation Master list Register).
3. Soft copy forms to be saving in the N drive, HR folder,
4. Hard copy forms to be kept in staff personal file

Recruitment:

1. Provide administrative assistance for recruiting both internally and externally
2. Provide administrative services with pre-deployment, on-boarding, and induction
3. Post and maintain job advertisements on LinkedIn and TAMM website
4. Attend and represent the company in career fairs
5. Maintain recruitment database and recruitment status reports
6. Manage and collate job applications, and responses to all applicants within a timely manner
7. Screen and short list candidates for interviews
8. Arrange and schedule interviews with candidates
9. Conduct interviews with candidates, when and as required
10. Ensure completion of all recruitment processes and documentation as per the recruitment standards and processes including employment approval form and reference check verification.
11. Ensure all required recruitment and employment pre-approvals are obtained

Fazaa:

1. Fazaa Card (Addition/Deletion).

Emiratization:

1. Provide all administrative work related to Emiratization when needed.

Perform other duties as required

QHSE:

- Engage, understand and participate in Quality Health Safety and Environment (QHSE) Management System Compliance and Improvement

Professional and Academic Expertise

- A relevant qualification
- Minimum 1 years' experience
- Good command of both Arabic and English essential, written and spoken
- Good computer skills, ability to type emails
- Demonstrate excellent communication and interpersonal skills
- Ability to communicate verbally via telephone, and via email
- Demonstrate excellent customer service skills
- Ability to work in a fast pace multicultural environment

Chief Administrative Officer

Change Brief

Version	Date	Changes
1	Jan 2020	New PD
2	July 2021	Removed Pension and the Medical Insurance task, Added Fazaa Task