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

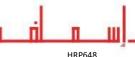
- Receive hard/soft copy forms
- 2. Enter details in the Excel sheet (N drive, HR folder, Probation Master list Register).
- 3. Soft copy forms to be saving in the N drive, HR folder,
- 4. Hard copy forms to be kept in staff personal file

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







Version 2

National الإسعاف Ambulance الوطني

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	





