

POSITION DESCRIPTION

Title:	HR Officer	Location:	Abu Dhabi
Department:	HR and CS	Reports to:	HR & Corporate Services Manager
Salary:	Salary package	Band:	2
Prepared by:	CAO	Date:	October 2014

Overall Purpose:

To provide general day to day HR Support across the company and to provide an effective and efficient human resources service to the organisation in accordance with the policy and procedures, support all HR administrative functions including recruitment, payroll, ERP, career management including reports, general HR administration, terminations, travel and accommodation

Roles and Responsibilities

The HR officer roles and responsibilities may cover the following:

- Undertake specific human resource projects as delegated by the HR and Corporate Services Manager
- Oversee the duties of HR Assistants, assist with understanding and implementing policies and procedures
- Coordinate and provide support with pre-deployment, on-boarding, and induction
- Ensure and maintain employees administrative details on the ERP system and master lists
- Ensure all performance reviews are scheduled and actioned by due date
- Ensure all employee leaves are up to date
- Coordinate employee travel as required including annual air ticket entitlement
- Ensure employee termination administration is completed by due date
- Provide support and advice on HR matters
- 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 in HR or administration
- A minimum of 3-5 years' experience in an HR administration, preferably in the UAE
- Excellent computer skills, including Word and Excel in a Microsoft Windows environment
- Effective oral and written English communication skills
- General knowledge of UAE employment laws and practices
- Excellent interpersonal skills and ability to work in a team
- Able to exhibit a high level of confidentiality
- Excellent organizational skills

- Must be able to identify and resolve problems in a timely manner

Chief Administrative Officer

Change Brief

Version	Date	Changes
1	Jul-2014	New PD
2	Oct - 14	Spelling Mistakes, Update Template
3	Oct- 2016	Update reporting line, position band and content
4	November 2019	Updated line manager and Department, Replace HR manager to HR and Corporate Service Manager