

Section Head - HR

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Company: Dubai Careers - A Smart Dubai Initiative

Location: Dubai

Category: healthcare-practitioners-and-technical

Job Description

Job Purpose:

The Section Head - HR is responsible for the development of the Human Resources strategy in line with GDMO's vision, direction and needs. This includes core HR functions, recruitment, talent and development and employee engagement. He/she is responsible for developing, communicating, updating and implementing the HR policies and procedures across GDMO. He/she is additionally responsible for developing and implementing a performance management program and an employee assistance program. The Section Head - HR is also responsible for the development of the Human Resources team, in both technical and soft skills, using on-the-job training as well as in-person or online classroom training. The role holder is expected to demonstrate leadership skills, financial and budget management acumen and carry out his/her duties in accordance with the relevant business policies and procedures.

General Responsibilities :

Develop strategic HR needs and initiatives in line with the GDMO strategy, e.g. new HR initiatives/projects, systems/technologies/tools

Manage the implementation of the strategic vision for Human Resources, to achieve the strategic objectives set out for the department in line with the overall GDMO strategic vision

Develop and maintain excellent working relationships with Directors across GDMO, working together when needed to support and deliver their HR needs in line with the GDMO vision and strategy

Manage the Human Resources team in their day-to-day and project work, providing technical skills support and direction to ensure smooth and successful delivery of results and strategic projects/initiatives in line with the GDMO strategic vision

Produce monthly KPI reports, providing supporting documents used to capture and calculate the KPI metrics

Develop talent within the Human Resources team through on-the-job training and other training (online and classroom), covering both technical and soft skills

Identify HR budget requirements based on planned HR initiatives and manpower requirements

HR Policies and Programs Development :

Establish HR policies and procedures to fulfil strategic HR needs, such as hiring policies, leave management, internal code of conduct, remuneration/compensation structure

Develop an employee assistance program, communicate the program to employees and manage employee requested assistance through the program, maintaining confidentiality throughout the process

Receive direction from Department of Finance and DGHR on any changes to the compensation and benefits provided to employees and make changes to the compensation structure within GDMO

Develop the GDMO employee remuneration/compensation framework for salaries,

benefits, salary increases, bonuses and other additional payable or deductible categories

Develop rules and regulations to ensure HR policies are being followed

Develop internal competency models, with types and levels of competencies required for different hierarchical positions and specific roles

Establish a performance management program, including the platform and framework to be used by all departments

HR Policies and Programs Implementation :

Monitor, report and update strategy, plans, and policies in line with the HR KPIs and contribution to GDMO strategy and objectives

Identify and measure HR objectives, such as turnover, training, cost of labor and expenses per employee

Communicate new HR plans/initiatives, develop calendar of implementation and timelines and provide updates to the DG and Directors

Manage the performance management program by following up with Directors and Managers to ensure the performance program is being adhered to with reviews being updated in the platform in a timely manner, and close all reviews for each period upon completion from the departments' side

Lead the core HR functions, such as payroll, promotions and demotions, employee resignations, retirement of employees, leave (paid/unpaid/maternity etc), HR reports (covering employee, positions, manpower and headcount), employee data, HR systems, and time and attendance systems

Develop and manage employee metrics such as productivity and efficiency metrics, training metrics and other HR metrics that are being measured and tracked

Develop and manage time and attendance systems, raising and sharing any

discrepancies with Directors and the Director General

Organization Design and Development :

Gather skills and manpower requirements in line with the organization structure and departmental needs and develop the annual resourcing plan

Oversee the development of job descriptions for new positions and/or review job descriptions for vacancies, including within them the areas of responsibility, accountabilities, required experience, knowledge, skills and education

Liaise with DGHR, providing new job descriptions for approval and grading of roles

HR Teams Management:

Develop the strategic vision for Talent and Development in line with the vision and strategy for GDMO

Oversee the execution of the strategic vision, initiatives and programs for Talent and Development

Develop the strategic vision for Recruitment in line with the vision and strategy for GDMO

Oversee the execution of the strategic vision, initiatives and programs for Recruitment

Develop the strategic vision and roadmap for Employee Engagement in line with the vision and strategy for GDMO

Oversee the planning and execution for Employee Engagement

Key Interactions & Nature of Interaction:

Internal:

Collaborate with other Directors to achieve the shared GDMO objectives of promoting and protecting Dubai and its Leadership

Collaborate with Strategy & Excellence to work on strategic projects and initiatives, ensure process excellence and adhere to KPI achievement and reporting

Collaborate with other Corporate Support departments, such as Procurement and Finance for approvals and collaboration related to projects, initiatives and budgets

External:

Build and maintain excellent relations with DGHR

Collaborate with recruitment agencies as needed for filling roles within GDMO

Functional Experience :

A minimum of 7 years of relevant experience with at least 4 - 5 years in a similar role

Leadership/Supervisory:

A minimum of 5 years leading and managing teams

A minimum of 3 years managing a budget

Education and Qualification Required:

Master's degree in Human Resources, Business Administration or Business Management

Qualifications

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Job Category

Human Resources (Human Resources)

Advertiser

Dubai Government Media Office

Educational-level

Master

Required Nationality

UAE Only

Monthly Salary

20001-30000

Schedule-Time

Full time

Job Posting

05/03/2024

Unposting Date

05/05/2024

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