

# United Arab Emirates Jobs Expertini®

## Senior Director, Talent Acquisition and People Ops

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Company: The MENA Catalysts, Inc.

Location: united arab emirates

Category: other-general

### Context

The MENA Catalysts is a strategy consulting firm for high tech companies in the Middle East. We help the world's most ambitious, most imaginative multinationals including Google-backed Blockchain.com, Stripe, and Tiktok reinventing the future to explore, enter and expand in Middle Eastern markets.

This role description is for a hard working, full-time Director, Talent Acquisition (and People Ops optional) in Dubai. Potential to climb the career ladder is high.

### About You

You're a dreamer. You make the complex simple. The Director is a company leader who will expand and build a world-class talent pipeline, create the human capital structure for growth, the workflow processes to enable us to scale, including knowledge management capture and lead a Google-style positive, proactive team culture. There are growth opportunities from Day 1 to be involved in general management of operations (finance, office locationing, logistics, etc.); evaluating and upskilling staff.

The selected candidate can drive organizational planning (on a range of themes), and troubleshooting with a key focus on talent acquisition and then people operations. This is an ambitious, hard-working person with a passion for excellence.

What you'll get from The MENA Catalysts.

Meet some of the Middle East's biggest newsmakers, the world's most interesting people.

Mentorship and support from management who you will be working alongside with, and receive mentoring from colleagues to help achieve your career goals.

Self education allowance of \$1,000 per annum after every 12 months of services to be spent on whatever you think will help you grow

Office goodies. Team Lunches.

Overview Lead and own the full recruitment life cycle for a range of open roles in strategy, content writing, and management consulting, recruiting and bringing talent to contract signature.

Drive Talent Acquisition

Strategy Formulation: Understand the company's hiring needs, and develop your own execution plan– to recruit and develop world-class talent – aligned to the company's hiring needs (interns and full-time staff)

Content Development: Prepare pithy job descriptions, assessment/exercise questions, and interview questions to differentiate candidates.

Outreach: Establish initial contact with prospective candidates and conduct preliminary interviews, inspiring them about our company's mission. Release announcements to source candidates Attract candidates through social media and professional networks, circulating JDs, to popularize and socialize our work to inspire and make them aware of our openings.

Adapt innovative, creative methods to source relevant, talented candidates.

Qualify. Organize interviews, vet/check top candidate references. Critically screen, qualify and shortlist candidates. Assess candidates' information, including CVs. and portfolios; conduct reference calls.

Communicate

A. Internal:

Build a candidate pipeline that company leadership can track, reporting progress/bottlenecks on recruiting, assembling all of the candidate's data including interview notes, interviewer feedback, and candidate feedback to brief management and prepare our staff for interviews (fine to obtain software within reason and/or a paid intern to help) in one place.

Manage our internal company stakeholders through the interview process, including organizing key candidate info, scheduling assessments and interviews with leadership.

B. External:

Manage candidates through interview process, exercise, next steps, timeline to contract signature.

Manage onboarding and orientation process for new-joiners

Organize and implement/lead company orientation, improve onboarding materials for new hires  
Keeping onboarding materials up to date.

Collect and manage information required for onboarding including bank details, information for visa applications (if necessary) and building access cards.

Essentials

Based in Dubai — candidates abroad will not be considered.

Written and verbal English communication skills

Exceptional interpersonal and emotional intelligence

Experience developing a talent acquisition pipeline.

Preferred field(s) of study: Human Resource Management or relevant field, Business Management, Communications

Company Cultural Fit: Excited about using (or learning to use) our internal platforms: Google docs, Google Sheets, Google Slides, Slack.

Previous experience working in a startup

About you

Highly organized: Goal-oriented, comfortable in ambiguity

Problem-Solver when you don't have the answer, you troubleshoot and brainstorm answers yourself. Check online first how others solved similar issues.

Self-starter: You have a start-up, entrepreneurial mindset

Thrive under pressure: Able to operate in a fast-paced office. You are cool and calm under pressure.

Conscientious: Strong commitment to deadlines; with passion for detail

Integrity: Highest level of ethics, discretion, honesty, and accountability in everything that you do

Team player: Work attitude of "nothing is not my job", self-less, cooperative

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