

# United Arab Emirates Jobs Expertini®

## Talent Acquisition Specialist | Al Nahiya Group Dhabi

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Company: Al Nahiya Group

Location: , Abu Dhabi Emirate, United Arab Emirates

Category: office-and-administrative-support

### Talent Acquisition Specialist | Al Nahiya Group Dhabi

Founded in 1981 in Abu Dhabi, U.A.E., Al Nahiya is a National Establishment licensed in Manpower and Company Representation. Al Nahiya Group employs and recruits both Nationals and Expatriates of all disciplines for the Onshore and Offshore Oil & Gas sectors, related industries and infrastructure markets. We are rightly proud of our reputation as a dedicated supplier of the highest caliber personnel and we are fully committed to supporting our Clients in the region. We are ISO 9001 certified and believe in Total Quality Management (TQM) at every stage of our business processes. Al Nahiya Administration Consultancy and Training provides a wide range of training and development programs to meet the growing needs of the local workforce. Al Nahiya Representation Company provides international companies a platform in the United Arab Emirates.

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#### Core Accountabilities

Deliver talent acquisition activities, including searching, screening, hiring and onboarding of talent

Support delivery of the annual talent acquisition plan to cater for the relevant Business Entity / Function manpower requirements

Provide input into the talent acquisition budget in line with the delegation of authority and limits defined

Collect and maintain database of candidate and employee records in a timely and

appropriate manner

Engage with Business Entity or Function hiring managers on a regular basis to determine new talent requirements and check best fit for existing talent

Produce and maintain relevant documentation relating to talent acquisition in line with employment law and company requirements, including offer letters, contracts, immigration and legal submissions, etc.

Develop and maintain relationship with third party providers including executive search firms, recruitment agencies, etc.

Supporting Accountabilities

Specialized experience and knowledge in Talent Acquisition concepts and practices

Strong critical thinker and problem solving ability

Drive for execution

Clear and confident oral and written communicator

Requirements

Experience

Minimum 8 years of experience in Human Capital, focused on Talent Acquisition of which a minimum of 5 years' experience in a specialist role in the Talent Acquisition function for a medium to large Group (including Corporate)

Experience in UAE or Middle East is desirable

Education

Degree level qualification, preferably Masters or comparable, with strong emphasis in HR or related subject

Certification in HR with emphasis on Talent Acquisition is preferable (e.g. CIPD)

Key Skills

MS Office

Knowledge of key Talent Acquisition metrics with the ability to track for progress

Knowledge of Talent Acquisition best practice, legislation and regulation, methodologies, systems, third party providers

Proficiency in English language

#J-18808-Ljbffr

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