

JOB IDENTIFICATION

Job Title: Human Resource Manager

Department: HR

Title of Immediate Supervisor / Manager: CEO

JOB PURPOSE

Oversee all aspects of Human Resources practices and processes and support business needs and ensure the proper implementation of company strategy and objectives. The Human Resource Manager will lead and direct the routine functions of the HR department including recruitment, pay administration, benefits management, leave management, and enforce company policies and practices.

RESPONSIBILITIES AND DUTIES

KEY RESPONSIBILITIES:

Budgetary Responsibilities

- Develop the annual budget across all HR functions in line with the organization's budget and division's goals/objectives and in collaboration with HR Department Heads
- Review budgets on set occurrences and ensure forecasts submitted by Department Heads are efficient and accurate

Strategy and Planning

- Align all HR strategies and objectives to corporate strategies and objectives
- Set and embed corporate core values, ethics, and corporate social responsibility
- Participate in the assessment and development of senior/leadership management
- Lead and develop corporate activities and HR practices that support recruiting, development, and retention plans for UAE national human capital.

CORE RESPONSIBILITIES

Talent Acquisition and Recruitment

- Develop talent acquisition strategy to source, attract, and hire best-fit candidates and secure sufficient pool for future requirements
- Create flexible sourcing and recruitment model that functions through different channels including digital platforms and promoting current employees.

Manpower Planning

- Develop robust framework to analyse current and future requirements based on the comprehensive understanding of corporate goals, business nature and hiring departments' needs and dynamics.
- Develop manpower plan that capitalizes on current capabilities and transforms them into fulfilling current and future requirements.
- Create manpower management model that utilizes a wide range of sources beyond the traditional approach such as the use of independent professionals and interns.

- Develop recovery measures to respond efficiently to unplanned or drastic changes in the local and global market such as financial recesses

Performance Management

- Develop a strategy that steers performance management towards enhancing productivity through in-depth understanding of motivators and increasing retention rates
- Ensure that the performance management strategy forms a solid reference for pay and reward and establish clear measures to link performance to pay and reward schemes
- Develop robust framework to assess performance fairly and objectively and manage underperformance transparently and constructively
- Design, evaluate and continuously improve the process of setting goals, objectives and performance indicators and oversee the implementation

Talent Management

- Ensure that talent management plans/programs are structured, based on defined measurements/assessments and designed in a proactive and flexible manner that facilitate efficient inclusion and respond to changes in requirements and goals
- Establish clear measures to link talent management to associated HR activities/forecasting such as manpower planning, compensation and benefits, and performance management

Employee Relations

- Promote a culture of employee advocacy, inclusion, and diversity.
- Ensure establishing forums/channels that allow employees to freely express their issues, suggestions, and opinions and use these to increase employee's satisfaction rates and apply improvements wherever feasible.
- Oversee the process of developing the HR policies to ensure they are formed based on the understanding of RAK International Airport business model and dynamics and in compliance with legal requirements
- Develop employee engagement model that assists in reinforcing healthy working environment and contributes to associated HR strategies /activities such retention and performance management.

Compensation and Benefits

- Participate in the development/review of organizational design based on fulfilling corporate/operational goals/requirements, optimizing the utilization of current/future resources, and creating compatible, future-proof, and cost-efficient model.
- Ensure review/change of organization structures are properly justified and that the change will contribute to driving efficiency and fulfill the justifications.
- Set and continuously evaluate grading system and compensation scheme in consideration of corporate goals and budgets, associated HR objectives/practices and market benchmarks.
- Ensure providing a wide range of benefits that contribute to attracting, hiring, and retaining strategies/plans and to the evolvement of Ras Al Khaimah International Airport brand management as an employer.
- End of Service Benefits Administration

JOB RELATED COMPETENCIES&SPECIFICATIONS SECTION

Knowledge, Skills, and Competencies:

- Fluent in English (Arabic is added advantage)
- Advanced knowledge of MS Office
- Effective communication skills
- Knowledge of legal and compliance requirements related to HR functions.
- Strong command of critical and analytical thinking skills
- Effective persuasiveness and influential skills
- Ability to act with integrity, professionalism, and confidentiality.
- Understanding of business model and operations

Educational Profile and Experience:

- University graduate or equivalent
- 5-10 years of experience in a managerial role in the UAE
- PHR/SHRM-CP/CIPD certification is preferred.