



Al Qasimi Foundation Position Overview: Recruitment and Training Officer

ABOUT THE AL QASIMI FOUNDATION

The Sheikh Saud bin Saqr Al Qasimi Foundation for Policy Research was established in 2009 to support the social, cultural, and economic development of Ras Al Khaimah and the United Arab Emirates (UAE). The Al Qasimi Foundation seeks to support the public and private sectors by helping them ground policy decisions and programming in evidence-based research that reflects the best thinking in the world as well as the local Ras Al Khaimah and UAE contexts. Our work over the past 10 years has focused on generating world-class research, developing local capacity, and engaging the local community. While we continue to have a strong focus on improving education, we have also expanded our priority areas to include health, community development, arts, and culture and we have extended our reach to target groups that are particularly disadvantaged such as those in the prison, low-income students and their families and those the remote areas of Ras Al Khaimah.

POSITION OVERVIEW & SCOPE

The Recruitment and Training Officer reports to the HR Assistant Manager and is involved in the assigned HR activities undertaken in the Foundation. The role also reports to the Grants and Scholarships Director for administrative support in certain defined areas within the student development department. The role entails significant contact with outside parties, especially employment candidates and professional development providers.

The role is part of the Administration Department Team and works closely with other Foundation departments in order to develop and communicate targeted messaging capable of reaching a variety of audiences.

RESPONSIBILITIES

- Recruitment (30%)
- Employees training and development (30%)
- Performance management support (20%)
- Student Development support (20%)

SKILLS & QUALIFICATIONS

- Strong mastery of the English language with evidence of solid writing and presentation skills
- Advanced communication and administration skills
- Advanced customer service skills
- Attention to detail and strong analytical skills
- Advanced planning and organizational skills
- Strong interpersonal skills and the ability to work effectively with a wide range of people from diverse backgrounds
- Previous relevant work experience preferred
- Knowledge and experience in the Gulf region preferred

This position offers a generous remuneration package that includes health insurance, 22 working days of annual leave, and an annual (economy class) plane ticket to the employee's country of origin.

TO APPLY

Candidates must complete the application form, resume, cover letter, two English samples, and three references (with contact details) on the Foundation's website:

<https://www.algasimifoundation.com/application-form>.

Incomplete materials will not be considered.

Applications will be accepted and reviewed on a rolling basis until May 29th, 2022