



Al Qasimi Foundation Position Overview: People & Culture Coordinator

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 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

To support the timely and accurate delivery of day-to-day People and Culture operational activities including recruitment and staffing, immigration, time and attendance, payroll and benefits, performance management, professional development, employee welfare and recognition, records management. To provide additional administrative services across the Foundation.

The role reports to the People and Culture Manager and is involved in all HR activities undertaken in the Foundation. The role entails significant contact with outside parties, especially employment candidates.

RESPONSIBILITIES

- Execute day-to-day People & Culture activities, including business processes, policy and procedure documents, and forms
- Assist with recruitment process
- Assist in organization of Foundation events for staff
- Oversee time and attendance to ensure accuracy for payroll purposes

SKILLS & QUALIFICATIONS

Bachelor's degree – preferably related to HR or business-related field	Required or at least working towards
Document and information management skills	Advanced
Strong planning, organizational and time management skills	Advanced
Attention to detail and accuracy	Advanced

Strong interpersonal communication skills and the ability to work effectively with a wide range of people from diverse backgrounds	Advanced
IT skills	Advanced
HR credentials (e.g., CIPD qualification)	Preferred
Previous relevant work experience	Preferred
Practical knowledge of employment law	Preferred
Experience in SAP/payroll	Preferred