



## Al Qasimi Foundation Position Overview: People and Culture Manager

### 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

The **People & Culture Manager** is both a strategic and hands-on role dedicated to developing and implementing HR strategies that drive the Al Qasimi Foundation's people agenda.

With the Foundation's commitment to investing in its people, this position aims to foster a positive, inclusive, and high-performing workplace and continuous learning culture that aligns with the Foundation's impact-driven mission and values.

The People & Culture Manager will be responsible for overseeing recruitment, employee relations, performance management, learning and development, and organizational development. This role requires a blend of strategic vision, operational expertise, coaching and mentoring skills, and strong interpersonal and relationship-building skills to effectively lead the organization's people initiatives.

Reporting to the Administration and HR Manager and working closely with the Al Qasimi Foundation's Leadership Team, the People & Culture Manager will be instrumental in building the organization's people and culture capability. The role involves leading and managing an efficient human resources function to support the entire employee lifecycle, as well as contributing to broader organizational and strategic management efforts. Additionally, this position acts as an ambassador for the organization's culture and values, ensuring they are visible, embedded, and upheld throughout the organization.

### RESPONSIBILITIES

- Recruitment and Employee Lifecycle (30%)
- Organizational Development and Culture (30%)
- Employee Relations/Engagement (20%)
- Employees Training and Development (10%)
- Performance Management Support (10%)

### SKILLS & QUALIFICATIONS

- Bachelor's degree in human resources, Business Administration, or a related field. A Master's degree or HR certification is a plus.
- At least 5 years of HR experience, including a proven track record in recruitment, employee relations, performance management, and organizational development. Knowledge and experience in the Gulf region preferred.

- Excellent interpersonal and communication skills, with the ability to build relationships at all levels of the organization.
- Strong problem-solving skills and the ability to handle sensitive situations with discretion.
- Experience in coaching and mentoring employees and managers.
- Ability to work effectively under pressure and manage multiple priorities.
- Detail-oriented, highly organized, and capable of working independently with minimal supervision.
- Strategic thinker with a passion for developing and nurturing a positive organizational culture.
- Advanced communication and relationship management skills.
- Strong interpersonal communication skills and the ability to work effectively with a wide range of people from diverse backgrounds.

## **COMPENSATION**

This position offers a generous remuneration package that includes health insurance, training and development opportunities, 25 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 on the Foundation's career page: [www.alqasimifoundation.com/career](http://www.alqasimifoundation.com/career). Application requirements such as a resume, cover letter, English writing samples, and three references (with contact details) should be attached to the application. **Incomplete materials will not be considered.**

Applications will be accepted and reviewed on a rolling basis until August 15, 2024