

## JOB DESCRIPTION

<b>Job Title</b>	Senior Coordinator for Human Resources
<b>Reporting Relationship</b>	Director for Administration and Operations
<b>Location</b>	Global Studies University
<b>Expected Starting Date</b>	For immediate hire
<b>Job Status</b>	Full-Time
<b>Role Purpose</b>	Responsible for providing professional support in the area of human resources.

### About Global Studies University

Global Studies University (GSU) aspires to be recognized as a world-leading teaching, research, and documentation institution dedicated to global studies. It is envisioned to become a center of excellence, that engages with, as well as shapes, new paradigms of thought in global studies and moves beyond the limitations of area studies and closed continental thinking.

As the only university of its kind located in the Gulf, GSU's mission is to become an internationally recognized interdisciplinary institution dedicated to the study, research, and documentation of the different parts of the world, their people, cultures, and complex past, present, and futures; and their manifold differences as well as interconnectedness with each other. GSU is conceived as a multi-institute university that focuses on Africa, Asia, the Americas, Oceania, and other key regions of the world, offering postgraduate studies programs that include master's and doctoral degrees in global studies in the areas of the humanities and social sciences, in addition to diplomas in non-Western languages and translation. The overall goal of GSU is to train a new generation of critical thinkers in global studies.

### Key Responsibilities

- Manage and maintain the HR employee records
- Manage and maintain the HRMS system Odoo and propose modifications to support the needs of the university
- Preparation of HR documents required for new hires; security approval, visa application, health insurance, and onboarding package
- Support in the onboarding process for new hires, including briefing them on staff policies and procedures
- Stay informed about government HR policies and maintain their application with employees
- Recommend new HR policies for management
- Facilitate employee engagement initiatives for team building purposes and the calendar of events



- Develop and maintain relationships with third-party vendors offering services to employees. These include and are not limited to; healthcare centers, sports facilities and discount services
- Assist with coordination of performance appraisals for staff
- Support in finding relevant training programs for staff as part of Training and Development for staff
- Coordinate the Internship Program for incoming interns at the university

### Required Education

- Master's degree in a related field

### Required Work Experience

- 7 – 10 years of experience in human resources, preferably in a governmental entity
- Strong knowledge of labor laws and human resources regulations of Sharjah and UAE
- Experience in working in a diverse environment in an asset

### Key Competencies

- High level of confidentiality
- Fluent in Arabic
- Competent in English
- Effective communication skills
- Computer and technology savvy
- Problem-solving and decision-making skills
- Easily adaptable and flexible with colleagues and office space

If you are interested, kindly send an email with your CV and a Cover Letter to the following email: [careers@theafricainstitute.org](mailto:careers@theafricainstitute.org). Please mention the position you are applying for in the subject line.

*Salary and further compensation commensurate with degree and experience. Benefits package includes health insurance, housing, and transportation, children school fees allowances subject to coordination of benefits.*

*Global Studies University is committed to fair employment practices and encourages women and men of all national, ethnic, and religious backgrounds to apply and join our expanding team. UAE nationals are encouraged to apply.*

