

Job Description

Organizational Context

Job Title	Director of Human Resource
Reporting To	DVC for Resources and Institutional Support
Department	1. Human Resources

Job Content

1. Function

The HR Director has ultimate responsibility for all people based activity within University from both an operational and strategic perspective. The Head of HR is involved in areas such as: strategic resource planning and recruitment, training & development, compensation benefits, managing a variety of employee related issues and being the first point of contact for all employee related issues.

Provides advice and counsel to management on a range of personnel matters. Participates in Human Resources initiatives and ensures delivery of system wide services.

2. Duties and Responsibilities

General :

1. Develops the strategies by identifying and researching human resources issues; contributing information, analysis, and recommendations to University strategic thinking and direction; establishing human resources objectives in line with University
2. Implements human resources strategies by establishing department accountabilities, including talent acquisition, staffing, employment processing, compensation, health and welfare benefits, training and development, records management, safety
3. Develops human resources operations financial strategies by estimating, forecasting, and anticipating requirements, trends, and variances; aligning monetary resources; developing action plans; measuring and analyzing results; initiating corrective
4. Plan, design, develop and evaluate human resources related initiatives that support organizational strategic goals
5. Supports management by providing human resources advice, counsel, and decisions; analyzing information and applications.
6. Guides management and employee actions by researching, developing, writing, and updating policies, procedures, methods, and guidelines etc.
7. Lead, Oversee and Monitor human resources operations
8. Provide leadership role in developing a culture that enables employees to perform in accordance to a University's objectives
9. Providing professional level advice and counsel to Directors, Supervisors, faculty and administrators and Managers across entire range of employee relations and organizational matters including performance assessment and management
10. Lead the Department including Manpower Planning and Talent Acquisition, Compensation and Benefits, Employee Relations and HR Administration, Training and Development.
11. Directs and supervises the department that provides assistance in smooth running of operations

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12. Lead HR meetings, HR Employee appraisals
13. Updates job knowledge by participating in conferences and educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
14. Annually reviews and makes recommendations to the management for improvement of the current policies, procedures and practices on personnel matters

Qualification, Experiences and Skills

Knowledge & Skills

Qualification

Master or Bachelor degree in HR, Business Administration or management from an accredited University.

Experience

More than 10 years' experience in the related field, 4 years of which in a supervisory position.

Job Competencies:

Knowledge of Principles, practices and techniques of human resources administration, organization and operation

Knowledge of Oman Labor Law related to the employment, other issues etc.

Principles and practices of effective management, training and supervision.

Ability to effectively plan, implement and manage assigned programs and functions.

Ability to establish and maintain effective working relationships with individuals at all levels of the University.

Accurately analyze, interpret and evaluate complex administrative and technical issues and data and make appropriate recommendations for action.

Ability to plan and organize work to meet changing priorities and deadlines.

Excellent communication skills (written and verbal) and fluent in English and Arabic.

An advance level command of computer competence.