

## Job Description

### Organizational Context

**Job Title** Senior Recruitment Specialist

**Reporting To** Director of Human Resource

**Department** 1. Human Resources

### Job Content

#### 1. Function

Responsible for Planning, recruiting and Selecting of high caliber Employees to guarantee will operation of ASU day to day operations and achieve the strategic objectives.

#### 2. Duties and Responsibilities

##### General :

1. Manpower Planning:
2. Any other duties and responsibilities as instructed by the line manager.
3. Maintaining updated manpower plan and provide the requested information to management for decision making.
4. Recruitment:
5. Lead and organize the internal and external recruitment process.
6. Prioritize the recruitment process as per related policies and management instructions.
7. Draft the advertisement in coordination with Departments and advertise the vacancies by coordinating with IT department.
8. Use the full range of recruitment tools and channels available including but not limited to online tools, recruitment firms, job fairs etc. in order to source and attract talent to ASU.
9. Liaison with external head-hunting agencies for niche and selected positions based on the sourcing strategy.
10. Schedule, organize and conduct the interviews for the shortlisted candidates as per related polices.
11. Selection:
12. Provide effective contribution to Interview Panel in order to make the right selection decision adhered with HR Manual and other related regulations.
13. Provide the intended information to select the suitable Job Group (classification) and Salary group.
14. Preparation of the recruitment report to get the intended approvals as per Manual of Authority.
15. Preparation of formal offer and submission of candidate credentials to the MOHE for receiving the approval.
16. Play effective role in the negotiation with the candidates.
17. On-Boarding process:
18. Follow up with selected candidates for completing the procedures with external authority and provide the intended documents in order to join the suitable time.
19. Coordinate with PRO for work permit applications, visa applications, resident cards etc.
20. Liaise with other departments for organizing the cabin, desktops, phones, other amenities etc.
21. Provide the intended information about the rules and regulation and workplace.

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22. Ticket bookings and Hotel bookings for new joining candidates.
23. Preparation of Manpower contracts for Omanis.
24. Lasing with MOHE to get the intended approvals for Leading and Academic positions.
25. Omanisation:
26. Ensure the implementation of the Omanisation Policy in order to adhere with MOM and MOHE related regulations.
27. Quality and Contiguous Development:
28. Provide a full consultative service to management and line managers with regards to the recruitment regulations, industry and market trends.
29. Design and deliver innovative sourcing strategies and solutions to meet business growth needs and generate diverse pools of applicants.
30. Maintain record of preventive and corrective actions to ensure that mistake will not reoccur.
31. Reports:
32. Develop and maintain a talent pool record of qualified candidates in different disciplines.
33. Preparing the reports as required by the management.
34. Provide Monthly recruitment report.
35. Other:
36. Champion in Manpower planning process and administration as per HR Manual and HR director instructions.

### Qualification, Experiences and Skills

#### Knowledge & Skills

**Education :**

Bachelor degree from an accredited university in HR, Management or other related field.

**Experience:**

Minimum of 4 years' experience in the relevant or closely related field.

**Job Competencies:**

- 1.Ability to work under pressure and to deal with different people.
- 2.Ability to maintain confidentiality.
- 3.Excellent knowledge of Oman Labor Law related to the employment, other issues etc.
- 4.Excellent planning, organizational and analytical skills.
- 5.Excellent communication and computer skills.
- 6.Fluent in English and Arabic.