

Staff Happiness Senior Executive (UAE Nationals Only) Hamdan Bin Mohammed e-University

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Posted Dec. 10, 2024, set to expire Apr. 24, 2025

Job Title	Staff Happiness Senior Executive (UAE Nationals Only)
Department	
Institution	Hamdan Bin Mohammed e-University Dubai Academic City, , United Arab Emirates
Date Posted	Dec. 10, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Senior Executive Officer
Academic Field(s)	Administration - General
Job Website	https://www.hbmsu.ac.ae/about/employment/staff-happiness-senior-executive-uae-nationals-only
Apply By Email	
Job Description	

Staff Happiness Senior Executive (UAE Nationals Only)

Description

The Staff Happiness Senior Executive is required to support the Staff Happiness Manager in delivering happiness to HBMSU workplace to nurture a happy, loyal, and productive workforce. Communicate operating policies and procedures as appropriate to the specific focus of the role and contribute to the

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establishment of the various events and initiatives.

Main roles & responsibilities

1. Provide benefits guidance, assistance and problem resolution to Faculty and Staff on benefits/ payroll.
2. Draft all letters/ correspondence requested by HBMSU Staff.
3. Maintain the salary administration system (ERP) and work collaboratively with the Finance Department in ensuring a smooth integration of payroll process.
4. Prepare monthly payroll and ensure that it is processed in a timely manner.
5. Organize and update staff files and records; prepare end of service, monitor staff attendance.
6. Liaise with external entities and networks such as Health Insurance Provider to get updates and ensure timely delivery.
7. Liaise with Services Department to issue/renew Visa of existing/new staff and their families; facilitate the onboarding process of new hires, as well as off boarding of separating staff.
8. Process all HR related payment action forms in line with the University guidelines and applicable law and manage the day-to-day duties.
- 9.

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Handle all aspects of the End-Of-Service Scheme, including calculations, documentation, and processing.

10. Adhere to internal and local information security and relevant health and safety laws, regulations, policies, and procedures.

Required qualification & skills

Professional Experience:

Minimum of 3 years of relevant experience directly related to the job duties.

Education and Academic Qualifications:

Bachelor's degree in human resources, Business, Management, or any related field from an accredited University.

Knowledge, Skills & Abilities:

- Thorough knowledge of the Dubai Government HR law and Federal HR Law, in addition to best HR practices and procedures.
- GRP practical knowledge.
- Be compassionate and emotionally intelligent.
- The ability to think creatively.
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The willingness to help other people.

- Be fun, approachable, and likeable.
- Ability to gather and analyze statistical data and generate reports.
- Organizing and time management skills.
- Ability to work under pressure.
- Ability to work in diverse culture.
- Good listening and analytical skills.
- Computer proficiency.
- Excellent communication skills in both Arabic and English languages.

[Apply](#)

Contact Information

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Contact

United Arab Emirates