

## **JOB DESCRIPTION**

Job Title:	Head of Human Resources (UAE Nationals Only)
Reporting Relationship:	Director of Administration & Operations
Location:	Global Studies University, Sharjah, United Arab Emirates
Expected Starting Date:	For immediate hire
Job Status:	Full time
Application Deadline:	The position is open, until filled

### **About Us**

Located in Sharjah, United Arab Emirates, and following the successful launch of The Africa Institute in 2018, Global Studies University was established in 2023 as a non-profit institution for higher education by His Highness Sheikh Dr. Sultan bin Muhammad Al-Qasimi, Member of the Supreme Council and Ruler of Sharjah. [Read more.](#)

### **Position Summary**

The Head of Human Resources will play a pivotal role in overseeing all HR functions within the Global Studies University (GSU). This leadership role will guide strategic HR planning, employee relations, recruitment, performance management, and UAE National development. The position requires a bilingual (Arabic and English) HR professional with experience in the UAE's higher education sector who will contribute to the University's mission to foster organizational growth and excellence.

### **Key Responsibilities**

- **HR Strategy & Leadership:**
  - Develop and implement HR strategies that align with the GSU vision and strategic objectives
  - Collaborate with Chancellor/ Deans/ Associate Deans and senior leadership to ensure HR initiatives support institutional goals and objectives
  - Build a forward-thinking HR culture by overseeing recruitment, selection, onboarding, performance management, and employee development processes



- Lead HR transformation initiatives, providing guidance and support to academic and administrative staff
- **UAE National Development:**
  - Lead and enhance the GSU's Emiratization program, focusing on recruiting, developing, and retaining UAE Nationals
  - Ensure that all HR programs, including professional development, career planning, and leadership development, align with the UAE's nationalization goals
  - Work with local and international stakeholders to increase the number of UAE Nationals within key positions at the Institute and the wider GSU
- **Employee Relations & Well-being:**
  - Foster a positive work environment by addressing employee concerns, promoting conflict resolution, and enhancing employee engagement and satisfaction
  - Manage employee performance and conduct regular reviews to ensure a culture of continuous improvement
  - Promote employee well-being by integrating employee development and performance as core elements of the HR strategy
  - Ensure high ethical standards and confidentiality when advising staff at all levels of the organization
- **Training & Development:**
  - Develop and implement comprehensive training and development programs to improve employee performance, with a focus on leadership development and skill-building
  - Establish succession planning strategies and career development initiatives, ensuring clear pathways for growth within the Institute
  - Analyze HR metrics to assess the effectiveness of training programs and make necessary adjustments to ensure organizational development goals are met
- **Compensation & Benefits:**
  - Oversee compensation and benefits administration to ensure competitive and equitable pay practices
  - Develop and manage reward systems, ensuring that employee contributions are appropriately recognized
  - Implement policies for employee rewards and recognition, fostering a culture of appreciation and motivation
- **Policy Development & Compliance:**
  - Ensure compliance with UAE labor laws and institutional regulations across all HR activities
  - Review and update HR policies and procedures regularly, ensuring they reflect best practices, legal requirements, and the Institute's goals



- Stay abreast of labor regulations and higher education trends to maintain the Institute's competitive advantage
- **HR Systems & Reporting:**
  - Manage and optimize HRIS (Human Resource Information Systems) to improve HR operations and reduce administrative costs
  - Prepare regular reports on HR trends and key performance indicators to inform senior leadership decision-making
  - Use analytics to identify trends in recruitment, turnover, and employee performance and propose solutions for improvement
- **Stakeholder Engagement & Communication:**
  - Engage effectively with staff and stakeholders at all levels, utilizing data and feedback to continuously improve HR processes and employee satisfaction
  - Serve as a key advisor to senior management on HR matters, offering strategic insights into organizational design, workforce planning, and employee relations
  - Participate in HR committees, external networking events, and industry conferences to promote the Institute's HR initiatives and practices

## Required Education

- Master's degree in Human Resource Management, Business Administration, or a related field
- Professional certifications such as CIPD, SHRM-SCP, SPHR, GPHR, or equivalent

## Professional Experience

- A minimum of 10 years of progressive experience in HR, with at least 6 years in a senior leadership role
- Proven experience in higher education or a complex organizational setting, preferably in the UAE or GCC region
- Strong knowledge of UAE labor laws and employment practices, with experience in a multi-cultural environment

## Competencies

- Fluency in both Arabic and English (written and spoken) is essential
- Expertise in recruitment, selection, onboarding, training and development, compensation, benefits, and employee relations
- Ability to develop and implement strategic HR initiatives that align with the institution's long-term goals



- Excellent leadership, communication, and interpersonal skills, with the ability to collaborate with staff, leadership, and external stakeholders
- Ability to analyze HR data and metrics to improve HR processes and organizational performance
- Strong knowledge of HR Information Systems (HRIS) and other management tools

### Desired Skills

- Leadership Development, Organizational Development, Talent Management, and Change Management: Proven ability to lead HR transformation in a rapidly evolving educational or organizational environment
- Cultural Sensitivity: Demonstrated ability to work effectively in a diverse, multi-cultural setting, understanding the customs and values of a wide range of staff and students

### How to Apply

To apply, please submit the following documents:

- Cover letter outlining your suitability for the role
- A detailed CV/resumé
- Contact information for three professional references

Send your application via email to [careers@gsu.ac.ae](mailto:careers@gsu.ac.ae) and include the position title in the subject line.

*Salary and additional compensation are commensurate with degree and experience. The benefits package includes health insurance, housing and transportation allowances, and children's school fee support, subject to coordination of benefits.*

*GSU 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.*

\*\*\*



الشارقة، الإمارات العربية المتحدة  
Sharjah, United Arab Emirates

هاتف: +971 6 511 2435  
صندوق بريد: 4490 P.O.Box:

info@gsu.ac.ae  
www.gsu.ac.ae