

Job Card

- Job Title: Manager of Personnel Unit.

Person In-Charge

- Administration Manager.

Responsible for

- Employees of Personnel Unit.

Job Summary

- An administrative and executive job, which assists the Administration Manager in all matters concerning personnel, in accordance with systems, laws, regulations and laws.

Job Description

- Follow-up the attendance and leave of the faculty contractors and upload that the Administration Manager.
- Responsible to the Director of Administration for all administrative persons and technicians vacations and scheduling them.
- Participate in preparation of staff training and development programs in the faculty and work to implement them.
- Follow up the implementation of instructions and memos issued.
- Follow up with the Administration Manager the return of the faculty staff after their vacations.
- Follow-up the procedures for renewal of contracts and resignations of the foreigners in male and female sections and keep a copy of them.
- Prepare the reply letters of reply to all incoming transactions received by the faculty concerning the male section, related to staff members, administrators and technicians, with regard to personnel issues.
- Follow-up administrative procedures for contractors.
- Prepare an archive for the entire faculty employees (staff members, administrators and technicians).
- Insure the special forms for the staff requests, such as vacations, return to work excuses.
- Perform any other work, related to his job, assigned to him by the Administration Manager.

Qualifications and Experiences

- Diploma with the relevant experience.
- Two years experience in Personnel field.

Skills and Abilities

- Competent to perform the required tasks.
- Willing to take responsibility.
- Skilled in communication with others, encouraging them to team work.
- Proficient in using computers.

