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**JOB VACANCY FORM**

**Job Title:** Adviser in workforce planning

**Reference Number:** 090514-1

**Company Description**

**FIRM/INSTITUTION NAME:**

**TYPE:** □ Local  X Regional  Multinational

**INDUSTRIAL SECTOR:** Telecom

**BRIEF FIRM DESCRIPTION:**

**FIRM WEBSITE:**

**Job Description**

**BRIEF JOB DESCRIPTION:**
Develops, Designs and implements necessary manpower planning and organization design policies and processes. Organizes and controls the overall preparation and updating of our manpower plan and organization charts, in collaboration with related stakeholders and benchmarking activities.

**Key Result Areas:**
- Oversees the development and maintenance of our Organization Design/Creation, by understanding the internal customer operations and best practice of workflows.
- Manages and controls our Manpower planning process, by regular review of internal customers’ needs, analyzing, and recommending necessary changes.
• Utilizes the outmost of HR Technology and System to achieve the highest level of accuracy by automation of key areas such as manpower planning, organization design, job descriptions, organization changes, etc.

• Assist in achieving localization Strategies and Objectives in collaboration with other related HR stakeholders by identifying potential positions for Saudi nationals while reviewing manpower plans with respective centers.

• Design and implement upsizing and downsizing exercise whenever needed.

• Ensures that ERP Data related to Manpower and Organization is up-to-date, by automating and enhancing the process to fulfil customers’ requirements.

• Manages the preparation and submission of related Management Reports (regular/ad-hoc), including organization charts, manpower summaries, movement, analysis, demographics, for all stakeholders

• Support the Recruitment team in providing them with information related to Approved Vacancies

• Reviews the monthly Actual Spending, and recommends necessary measures to remain within approved budget and avoid over-spending

JOB LOCATION(S):

City: Riyadh  Country: KSA

DEGREE:
X Bachelor  □ Master is a plus  □ Doctoral Degree
□ Undergraduate Student/ Degree not Necessary  □ Teaching Diploma

MAJOR/ EMPHASIS:  HR

WORK EXPERIENCE:
This job requires a professional person who has related experience of not less than 10 years as a generalist or specialist in HR field(s), including 5 years in a Senior position.

SKILLS:

- high communication and influencing skills to use especially with internal bodies, in order to achieve results with and through people.

Languages Skills:  X English  □ Arabic  □ French  Other:

Computer Skills:
Other Skills:
Computer skills and knowledge of HR Systems is also an added asset

SALARY
Basic Salary Range:
Other benefits include:

- Accommodation
- Health Insurance
- Return Ticket
- Bonus
- Laptop
- Mobile Phone
- Children’s Education
- Transportation
- Lebanese NSSF
- None

WORKING DAYS:

WORKING HOURS:

How to Apply

Interested candidates may send their resume and cover letter by email to: Dr. Maryam Ghandour (mg03@aub.edu.lb) specifying the reference number: 090514-1

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ALL STUDENTS AND AUB GRADUATES SHOULD ATTACH THEIR UPDATED RESUME AND COVER LETTER WITH EVERY JOB APPLICATION; OTHERWISE, YOUR EMAIL WILL BE DISREGARDED.

For further information, please do not hesitate to contact:

Dr. Maryam Ghandour

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Website: http://www.aub.edu.lb/sao/cps/Pages/index.aspx

The job vacancies are for AUB students and alumni ONLY.