

HR Manager

Part-time position
25hrs pw / 5 days a week
Dubai, UAE

About the opportunity:

Phanes Group are looking for a qualified HR manager who has strong interpersonal skills, a detail-oriented mindset and can handle a fast paced and changing natured team. The candidate will look after all HR operations and record keeping to ensure alignment with Company's objectives.

The ideal candidate should have solid working experience with HR best practices, employee engagement and management. The role will require the ability to propose new practices and improvements, using own initiative to get things done. Excellent attention to detail and a high proficiency in the English language (both oral and written) are a must.

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<https://www.linkedin.com/company/phanes-group>

Duties & responsibilities:

- Oversee, refine, and execute employee standards and procedures, using and improving either existing or recommended HR systems and processes, e.g. disciplinary and grievance procedures, leave entitlements, etc.;
- Work closely with all employee levels to improve relationships, morale, productivity and motivation across the company;
- Assess and anticipate HR-related needs e.g. changes to legislation, individual support needs, changes of status;
- Manage and ensure compliance with company KPI and development processes, including succession planning and employee engagement activities e.g. Team 360's;
- Collaborate with compliance and operations departments to provide effective HR guidance to senior management, developing programmes, processes and solutions where applicable;
- Ensure regulatory compliance with legal requirements across all activities;
- Report monthly analytics and feedback on employee-based metric data;
- Identify, propose and report development training needs for teams and individuals, ensuring timely programme evaluation;
- Coordinate local audit strategy ensuring all areas meet relevant frameworks and schedules;
- Advise management on all employment related queries;
- Produce HR related documentation e.g. promotion and probation letters;
- Manage on/off boarding processes for all employees, liaising with all relevant departments for accurate completion;
- Oversee attendance check in-out function in line with company policy;
- Champion internal health & safety, including managing accident and assist procedures;
- Support Recruitment Specialist with department activities.

Qualifications & experience:

- Full understanding of all HR functions and best practices;
- Thorough working knowledge and understanding of U.A.E. labor law;
- Experience managing HR with a focus on professional development, training and employee relations;
- Exceptional ethical mindset, communication, writing and interpersonal skills;
- Previous experience working with ISO or accreditation frameworks and auditing knowledge will be an advantage;
- Bachelor's degree in Human Resources or related field desirable.

Personal skills:

- Excellent relationship management and people skills;
- Strong initiative and effective change management skills;
- High level of confidentiality;
- Ability to influence and coach senior managers, as well as employees;
- Be an advocate for engagement, empowerment and understanding.

Phanes Group is an international solar energy developer, investment and asset manager, strategically headquartered in Dubai with a local footprint in sub-Saharan Africa, through its office in Nigeria, the region's largest economy. Cumulatively, the company's global clean power contribution is in excess of 70 MW, with a further 1.5 GW in the pipeline – including 227.5 MW of grid connected PV solar in Nigeria across three different projects. The first of the three Nigerian projects, in the Sokoto region, is backed by one of the Nigerian government's 14 PPAs. In addition, the group is developing off-grid solar solutions to ensure communities across the region have access to a stable and clean energy supply.