



**Position Title: Senior Manager - HR**

**Location: UAE**

**Department: Communications and HR**

**Reports To: Chief Communications and People Officer (CCPO)**

### **Position Overview**

MBS Global Investments is seeking an experienced and highly skilled **Senior Manager - HR** to lead the HR function and support the company's strategic growth. This senior role will manage all HR operations, focusing on senior-level recruitment, talent development, and employee relations. The ideal candidate will possess a strong understanding of UAE labor law, HR best practices, and significant experience in tech and AI recruitment, as well as managing the employee lifecycle from onboarding to offboarding.

### **Key Responsibilities**

#### **1. End-to-End Recruitment**

- Lead the recruitment process for senior, C-suite, and specialized roles, particularly in the tech/AI sectors.
- Develop and implement recruitment strategies to attract and retain top talent for leadership and highly specialized roles.

#### **2. Employee Lifecycle Management**

- Oversee the full employee lifecycle process, including onboarding, performance management, promotions, and offboarding.
- Ensure smooth transitions for employees at every stage of their tenure with the company.

#### **3. HR Policy and Employee Relations**

- Develop and implement company-wide HR policies that ensure a fair and transparent workplace.
- Oversee employee relations, addressing concerns and resolving conflicts in a professional and impartial manner.

#### **4. Performance Management**

- Design and implement performance management systems that align with company goals and enhance individual and team performance.
- Provide guidance and coaching to senior leaders on performance-related matters.

#### **5. Retention, Engagement & Learning and Development (L&D)**

- Develop strategies to improve employee retention and engagement.
- Lead initiatives for professional development, including the creation and execution of L&D programs that align with business objectives.

## Skills and Experience

### Required Qualifications:

#### Experience:

- 5-7 years of professional HR experience, with at least 3 years focusing on senior-level or C-suite recruitment in the tech, AI, or related sectors.
- Proven success in managing the full employee lifecycle, including recruitment, onboarding, performance management, and offboarding.

#### Knowledge:

- Strong understanding of UAE labor law and its application in HR practices.
- Expertise in HR best practices, policies, and performance management systems.

#### Education:

- A degree in Psychology, HR, Business Administration, or a related field.

#### Communication Skills:

- Exceptional verbal and written communication skills, with the ability to communicate effectively with senior leadership, employees, and external stakeholders.

### Preferred Qualifications:

#### Certifications:

- Professional HR certifications such as CIPD, CHRP, or equivalent are highly desirable.

#### L&D Experience:

- Background in designing and leading learning and development initiatives focused on employee engagement and growth.

#### Industry-Specific Experience:

- Previous experience recruiting for the tech and AI sectors is highly preferred.

### Personal Attributes:

#### Leadership Skills:

- Strong leadership and interpersonal skills with the ability to foster collaboration and trust across teams.

#### Problem-Solving Abilities:

- Excellent analytical skills and the ability to resolve complex HR challenges in a timely and effective manner.

#### Adaptability:

- Ability to thrive in a fast-paced, dynamic environment with shifting priorities.



### How to Apply

Please submit your CV along with a cover letter highlighting your relevant experience and explaining why you are a perfect fit for the role. We encourage the inclusion of a cover letter, as it provides us with a deeper understanding of your motivation for applying.

Send applications to [hr@mbs.investments](mailto:hr@mbs.investments)

