

	HUMAN RESOURCES DIRECTOR JOB DESCRIPTION	Document No	ID-GT.009
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		Page:	1/1

MAIN RESPONSIBILITIES

- 1.1 To manage all recruitment processes of the institution in compliance with applicable laws, regulations, and procedures.
- 1.2 To manage all personnel affairs and employment-related processes in compliance with applicable laws, regulations, and procedures.
- 1.3 To manage and monitor work permit applications and renewal procedures for foreign personnel.
- 1.4 To manage payroll processes for academic and administrative personnel.
- 1.5 To administer leave procedures for all academic and administrative personnel and report planned annual leave schedules.
- 1.6 To monitor the creation of CAU360 accounts and the provision of system access for all academic and administrative personnel.
- 1.7 To update staff appointments, promotions, and position changes for all academic and administrative personnel within the CAU360 system.
- 1.8 To ensure the publication of vacancy announcements for identified academic and administrative staffing needs and to conduct preliminary evaluations of applications before submitting them to the relevant unit, faculty, Secretary General’s Office, and Rectorate.
- 1.9 To carry out recruitment and placement procedures for academic and administrative personnel.
- 1.10 To oversee the clearance and separation processes of departing academic and administrative personnel, ensure legal compliance, and conduct official termination procedures in accordance with applicable laws, regulations, and procedures.
- 1.11 To manage contract preparation, renewal, and termination processes for all administrative, full-time academic, and part-time academic personnel.
- 1.12 To plan internal training activities based on unit and personnel needs and monitor participation in such training programs.
- 1.13 To develop initiatives aimed at improving employee satisfaction.
- 1.14 To prepare and periodically submit human resources reports, including personnel demographics, training records, and related information.
- 1.15 To manage the social insurance procedures of student interns.
- 1.16 The Human Resources Director shall be accountable to the Secretary General.

Prepared By	Checked By	Approved By
Strategy and Quality Development Department	Secretary General	Rector
Signature	Signature	Signature