Job Title : Senior Training Specialist **Department : Human Resources** **Report to : Managing Partner**	**Section : Training** **Location : Abu Dhabi** **In Absence will Be Handled By : HR Manager**

- **Job Purpose & Scope:**

1. As a training and development officer, your job is to equip staff with the knowledge, practical skills, and motivation to carry out their work activities effectively.
2. You'll take a strategic approach to training, assessing the skills and knowledge within an organization and determining what training is needed to grow and retain these skills. You'll deliver the training yourself to arrange for a third-party trainer to do it.
3. Jobs may be advertised under different titles including learning and development officer/adviser, training officer/manager or learning officer/manager.

- **Principle Accountabilities:**

1. Identify training and development needs within an organisation through job analysis, appraisal schemes and regular consultation with business managers and human resources departments.
2. Design and expand training and development programmes based on the needs of the organisation and the individual.
3. Work in a team to produce programmes that are satisfactory to all relevant parties in an organisation, such as line managers, accountants, and senior managers at board level.
4. Consider the cost of planned programmes and keep within budgets.
5. Plan and assess the return on investment of any training or development programme.
6. Develop effective induction programmes for new staff, apprentices, and graduate trainees.
7. Monitor and review the progress of trainees through questionnaires and discussions with managers.
8. Devise individual learning plans.
9. Conduct appraisals
10. Produce training materials for in-house courses.
11. Create and / or deliver a range of training using classroom, online and blended learning.
12. Manage the delivery of training and development programmes.
13. Ensure that statutory training requirements are met.
14. Evaluate training and development programmes.
15. Amend and revise programmes as necessary, in order to adapt to changes occurring in the work environment.
16. Help line managers and trainers solve specific training problems, either on a one-to-one basis or in groups

17. Keep up to date with developments in training by reading relevant journals, going to meetings, and attending relevant courses.
18. Research new technologies and methodologies in workplace learning and present this research.
19. Responsible and authorized for reporting on the performance of Quality Management System (QMS) and on Opportunities for Improvement to the higher Management.
20. Ensure compliance with ISO 9001 requirements and the organization's Quality Management System (QMS).
21. Maintain training-related quality records and support continual improvement.
22. Report on QMS performance and opportunities for improvement to Top Management.
23. Ensure compliance with the organization's Environmental, Health & Safety (EHS) policies and procedures.
24. Promote environmental, health, and safety awareness through training programmes.
25. Support compliance with ISO 14001 and ISO 45001 requirements.

1. Physical Environment: Regular Office Work	**2. Work Environment:** Normal air-conditioned environment
3. Work conditions: • Long hours siting and using office equipment and computers. • Overtime can be requested due to workload (with no additional compensation) • Long and recurrent meetings • Client interaction and meeting	**4. Minimum Requirements:** • Devise a training strategy for the organisation. • Build training programmes from scratch (from initial idea through planning, implementation, review, and outcomes analysis) and delegate work to other members of the learning and development team. • Monitor budgets and monthly expenditure reports. • Work closely with and influence senor leaders and stakeholders.

Statements in this Job Description are intended to reflect, in general, the duties and responsibilities of the position, but are not to be interpreted as totally inclusive

	Name & Position	*Signature*	*Date*
Prepared by	**Renz Margaret Cahoy – HR / Admin Assistant**		
Approved by	**Abir Al Sharif- Chief Executive Officer**		

I Certify that I have read and understand the responsibilities assigned to this Position

Employee Name	**Hassan El Shafei**		

	NOVERA LEGACY INTEGRATED SOLUTIONS	Ref	NOV-ER-JD-01
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		Date	08.09.2026
		Page	Page **1** of **3**

Job Title : HR / Admin Assistant	**Section : Employee Relations**
Department : Human Resources	**Location : Abu Dhabi**
Report to : HR Manager	**In Absence will Be Handled By : ER Admin/ HR Manager**

- **Job Purpose & Scope:**

- The ER Admin provides comprehensive Administration and supports all aspects of Administration and employee relations. He/she will be under the supervision of HR Manager to ensure the quality Service delivered to the company, its employee and clients.
- The ER Admin is responsible for the entire mobilization process from its initiation to its completion. He / She will report to the HR Manager.

- **Principle Accountabilities:**

- Prepare Job offer / Employment Contract to the potentially hired candidate for further verification.
- Arrange and maintain records of accommodation and Transportation for new recruited employees.
- Prepare employee letters in relation to salary, bonus, benefit adjustment and update relevant system and file
- Prepare and type correspondence in response to employees' requests, such as Employment Certificate and/or Salary Certificates to external parties
- Prepare monthly report on the employees's documents expiry. Liaise with employees/Client to get necessary documentation for the renewals (LOAs, mobilization request, service orders…)
- Monitor the logistics tracker for all requests made to suppliers. Prepare monthly report for invoices not received from suppliers for 2 months. Follow up with suppliers to receive the invoices
- Liaise with Insurance Company or Insurance Broker all related issues (additions, cancelation, renewals, claims…
- Compiles, maintains, updates and keeps personnel records and files including employee information, personal data, compensation, benefits, attendance, leaves, disciplines, changes in employee status, rewards and termination.
- Monitor employees' expiration of documents (Visa, Labour Card, EID)
- Monitoring the attendance of all staff by ensuring that attendance timesheet are submitted on time for payroll processing.
- Perform other related duties as required
- The Company reserves the right to amend your duties from time to time in line with the current organizational requirements, provided that such duties shall be of a similar nature to those on which you are being employed.

- Ensure compliance with ISO 9001 requirements and the organization's Quality Management System (QMS).
- Maintain training-related quality records and support continual improvement.
- Report on QMS performance and opportunities for improvement to Top Management.
- Ensure compliance with the organization's Environmental, Health & Safety (EHS) policies and procedures.
- Promote environmental, health, and safety awareness through training programmes.
- Support compliance with ISO 14001 and ISO 45001 requirements.

1. Physical Environment:

Regular Office Work

2. Work Environment:

Normal air-conditioned environment

3. Work conditions:

- Long hours siting and using office equipment and computers.
- Overtime can be requested due to work load (with no additional compensation)
- Long and recurrent meetings

4. Minimum Requirements:

- University degree in Business Management or any related field
- 1-3 Years of Experience in a similar position
- UAE Labour Law
- Computers skills
- Excellent interpersonal skills
- Effective verbal and listening communication skills
- Attention to detail
- Effective organizational skills
- Time Management Skills
- Stress Management Skills
- Leadership skills
- Team Management
- Persuasive and negotiation skills

Statements in this Job Description are intended to reflect, in general, the duties and responsibilities of the position, but are not to be interpreted as totally inclusive

Name & Position		*Signature*	*Date*
Prepared by	**Renz Margaret Cahoy - HR/Admin Assistant**		
Approved by	**Abir Al Sharif- Chief Executive Officer**		

I Certify that I have read and understand the responsibilities assigned to this Position

Employee Name			