

Circular No. (19) for 2020

Launching Program to train HR officers in the Federal Government, in cooperation with Society for Human Resource Management (SHRM)

To: All Federal Entities

The Federal Authority for Government Human Resources (FAHR) would like to send you kind regards, wishing you all the success in your endeavors.

With reference to the above subject; in order to develop the Federal Government employees and ensure the efficiency and competitiveness of human resource officers in the UAE, we are pleased to announce that, in partnership with the Society for Human Resources Management (SHRM), nomination has been open to train HR officers in the Federal Government to obtain a professional certificate – SHRM-CP.

The program aims to hone the skills of HR officers, develop their knowledge of human resource management efficiently and effectively, as well as create a productive work environment in the Federal Government. SHRM professional program has global credibility and reputation in the field of human resources, and includes a number of workshops specialized workshop provided electronically through the webinar in English. Trainees must complete 66 training hours during the period July to December 2020 to complete the requirements of the final tests which qualify for the certificate.

Nomination will open from now until 9 July 2020 to assess the candidates' capabilities and experiences according to the following criteria:

- Candidates must hold Bachelor's degree in Business Administration / Human Resources or any related discipline
- Fluency in writing and speaking English (priority for TOEFL or ELSE passers)

- Capability of keeping abreast of technological applications for project management and tasks related to human resources, and analyzing relevant data effectively
- Candidate undertake to complete training hours and tests needed for obtaining SHRM credentials.

For more information please review the information attached herewith.

It should be noted that obtaining this credential will qualify the candidate for membership of the Society for Human Resources Management (SHRM) for two years, and provide the opportunity to participate in networks specialized in human resources. Candidates who successfully complete the program, will also join Government Skills Bank in the Federal Government.

You are, therefore, kindly requested to nominate HR officers and specialists who meet the above criteria in your entity. Please note that the deadline for nomination is Thursday, July 09, 2020.

Thank you for your cooperation

Dr. Abdurahman Al Awar,

Issued on: June 17, 2020

Director General,

Federal Authority for Government Human Resources

Att:

- Candidates nomination table
- A brief review of SHRM program and action plan

For more information, please contact:

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Candidates nomination table

#	Employee Name	Job Title	Education	University	Years of Experience in HR	Email	Office Phone	Mobile Phone
1								
2								
3								
4								
5								
6								

This translation of the Federal Law by Decree No. 11 of 2008 on Human Resources in the Federal Government only aims at identifying and clarifying the Articles of the Law and relevant policies (and procedures) .In case of any conflict between the Arabic and English versions, the Arabic version shall prevail and overcome.

Project to train HR officers in the Federal Government

Action Plan

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June 2020

Objectives

The project aims to:

- Ensure efficiency and competitiveness of government human resource officers in the UAE, compared to their counterparts in the world, through a global system of HR professionals training.
- Motivate HR employees to develop their skills, professional competencies and knowledge, as well as create an efficient and productive work environment

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General Framework

SHRM Credential		Admission Requirements	Job Categories Targeted	Duration of Training Course	Cost
<p><u>Basic Level:</u> SHRM Certified Professional Credential (SHRM – CP)</p>	<p>This credential has been designed to HR employees currently in executive roles, in order to enhance systems & procedures and provide services for customers</p>	<ul style="list-style-type: none"> Employee shall be in Grade 3 and above (or equivalent) Must hold Bachelor's degree in Business Administration / Human Resources or any related discipline Proficient in English, both writing and speaking (priority for TOEFL or ELSE passers) Capable of keeping abreast of technological applications for project management and tasks related to human resources, and analysing relevant data effectively Must have communication skills in Arabic and English (speaking & writing) Undertake to complete training hours and tests needed for obtaining SHRM credentials. 	<p>Supervisory & Executive categories</p>	<ul style="list-style-type: none"> Total training hours = 66 Training sessions shall be held using webinar tech during 5 months Opportunity for self and online learning 	<p>AED 8,390 per trainee for Basic Level (CPHR)</p> <p>Cost includes:</p> <ol style="list-style-type: none"> Published educational materials + authorization to use online educational Accessing mentoring services personally during the session Registration fees to obtain SHRM CP SHRM Membership fees for 2 years

Content of SHRM's Certificates

<p>The specialized certificates include the development of professional competences in human resources under the following topics:</p>		
<p>Human Resource Strategic Planning :</p> <p>This includes methodological processes to identify and address the gaps between current workforce and human resource needs in the future, as well as provision of a ground for strategic HR decisions, ensuring alignment with the entities' business strategies</p>	<p>Managing HR Technical Systems</p> <p>To be exposed to best practices, especially in HR information management, using real time data, decision making developing policies and practices, and HR procedures governance</p>	<p>Developing HR Systems, Policies & Programs</p> <p>Includes the methods to prepare the above items following best practices and global standards in HR management</p>
<p>Continuing Education & Training</p> <p>Integration principles include retaining human resource capital in entities, training and development mechanisms, to improve employee competencies and services.</p>	<p>Knowledge of Federal Entities' Organizational Structures</p> <p>Includes design of organizational structures as per future directions in HR, measuring their efficiency and effectiveness on productivity and strategic implications</p>	<p>Professional & Future competencies in HR</p> <p>Definition of future skills expected of human resource capital, measuring these skills, and identify target categories, as well as encouraging such skills to enable keeping abreast of future needs</p>

Action Plan

Procedures	2020- 2021											
	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mac	Apr
1 Launch of program at Federal Government level												
2 Receive nominations & start candidates preliminary assessment												
3 Notify entities of assessment results of preliminary assessment & prepare list of those eligible for the program												
4 Launch of Program for Training HR officers												
5 Hold session to prepare final test & hold experimental test												
6 Start final tests as per specified time frame												
7 Announce final results and notify entities												
8 Issue final report on program, including SHRM's feedback												
9 Include names of Government Skills Bank license holders												

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