



مدرسة الخور الدولية
AL KHOR INTERNATIONAL SCHOOL



HR Officer (Local Hire Only)

About us

Al Khor International School is one of the largest international schools in the Middle East with more than 4,000 students. We are owned by Qatargas, the world's largest producer of liquefied natural gas. The school has exceptional facilities and is located in Al Khor Community, 40 minutes north of Qatar's capital city Doha.

The role

Reporting to the HR team leader, the candidate will be responsible for the provision of HR expertise encompassing all HR disciplines including:

1. annual employee induction programme
2. promotions and employee internal transfer
3. terminations and resignations administration
4. exit interviews and results analysis
5. employment contracts renewal and management
6. HRIS Records and employee self service management
7. employee personnel file management
8. HR monthly reports, as requested by the head of HR
9. Compliance to all relevant HR policies and procedures, and ensuring documents are pertinent and up to date.

As a core member of the HR team, s/he will also be responsible for the implementation of HR policies and procedures, audit compliance, implementing best practice, and ensuring KPIs are met.

What we are looking for

Analytic, with keen attention to detail, the post holder should have extensive generalist experience in HR administration and coordination. S/he will adopt a variety of HR reports and use those reports to inform decision making.

The successful candidate will possess:

- a minimum of 2 years' experience ideally within higher/ further education or the public sector, and with extensive knowledge of the entire employee lifecycle and best practice
- a CIPD qualification, with previous experience of HR within further/ higher education or, the public sector
- a Bachelor's degree in Business Administration, Human Resources or, equivalent
- the ability to communicate at all levels, with excellent stakeholder management and consultation skills

- a willingness to work in a multi-cultural environment, be open to ideas and values which may differ from their own
- a willingness to adapt to a changing environment with changing priorities while maintaining a positive attitude in support of new ideas
- a self-motivated attitude and ability to work on own initiative
- a real commitment to delivering excellence in all areas and encouraging others to do the same
- a methodical and consistent approach to the organisation of workload.

This is a great opportunity to join an international school that is building on its already successful results and reputation, and is committed to becoming an outstanding school and centre of excellence in the region.

Al Khor International School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Appointments are made subject to appropriate vetting procedures, including references and police checks.

To apply please send a completed application form, cover letter and CV to recruitment@akis.sch.qa.

To view all our current vacancies please visit our website: www.akis.sch.qa.

The deadline for receipt of applications for this position is **6 June 2018**.
Only shortlisted candidates will be contacted.

