



مدرسة الخور الدولية
AL KHOR INTERNATIONAL SCHOOL



HR Officer – Employee Services and HR Administration

We are now recruiting for a key member of our support staff with a March 2017 start. We will be interviewing applicants during February 2017.

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 RasGas and Qatargas, the world's two largest producers of liquefied natural gas. The school has exceptional facilities and is located in Al Khor, 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 Induction Program of AKIS
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. Compliances to all relevant HR Policies and Procedures, and keeping it pertinent and updated.

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

What we are looking for

Analytical 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 a world class 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.

What we offer

Our excellent compensation packages includes:

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| • Tax-free salary | • Free annual air tickets |
| • Free accommodation and utilities or Housing Allowance | • Free club, swimming pool and gymnasium access |
| • Baggage allowance | • Free education for up to four children |
| • Medical benefits(excluding dental) | • End of service gratuity |

To apply, please send your CV to recruitment@akis.sch.qa. Only shortlisted candidates will be contacted.

*The deadline for receipt of applications is **30 January 2017**.*