

## HR Officer

Vacancy Reference – ESS – HR Officer

### About us

Al Khor International School is a 3 to 18, co-educational and non-selective international school. Owned by Qatargas, the world's largest producer of liquefied natural gas, AKIS caters primarily for the children of the company's employees. We are one of the largest international schools in the Middle East with more than 4,000 students across our KG, British Curriculum and CBSE Curriculum schools. The school has exceptional facilities and is located in Al Khor Community, 40 minutes north of Qatar's capital city Doha.

<p><b>The opportunity:</b></p>	<p>We are seeking an analytic, with keen attention to detail and should have extensive generalist experience in HR administration and coordination. The individual will adopt a variety of HR reports and use those reports to inform decision making. This is an excellent opportunity to join a friendly and welcoming community in one of the leading international schools in the region.</p>
<p><b>Skills and qualities:</b></p>	<ul style="list-style-type: none"> <li>» Bachelor's degree in Business Administration, Human Resources or equivalent</li> <li>» Experience ideally within higher/ further education or the public sector, and with extensive knowledge of the entire employee lifecycle.</li> <li>» Ability to communicate at all levels, with excellent stakeholder management and consultation skills</li> <li>» Willingness to work in a multi-cultural environment, be open to ideas and values which may differ from their own</li> <li>» Willingness to adapt to a changing environment with changing priorities while maintaining a positive attitude in support of new ideas</li> <li>» Confident and friendly individual with the ability to build good relationships with colleagues and stakeholders.</li> <li>» Self-motivated attitude and ability to work on own initiative</li> <li>» Real commitment to delivering excellence in all areas and encouraging others to do the same</li> <li>» Methodical and consistent approach to the organisation of workload.</li> </ul>
<p><b>What we offer:</b></p>	<p>Our excellent compensation package includes:</p> <ul style="list-style-type: none"> <li> A highly competitive tax-free salary</li> <li> End of service benefits</li> </ul>

<b>Recruitment requirements:</b>	<p>As part of the recruitment process, you will be required to submit fully attested degree and teaching certificates, transcripts and police certificate.</p> <p>Please note that due to government regulations we can only consider applicants who are below 50 years old.</p>
<b>How to apply:</b>	<p>Please click on <a href="#">this link</a> and apply on the relevant AKIS job posting.</p> <p>Please note that only short listed candidates will be contacted.</p>
<b>Closing date:</b>	10 September 2020

For further information about the school, please visit <http://www.akis.sch.qa>

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.