



General Information			
Human Resources Manager	Job Title in English	مدير الموارد البشرية	Job Title in Arabic
Managing Director	Direct Manager	Human Resources	Department / Section
/ /	Date received		
MD, Head of Shared Services, Head of Academics & Development, Principals, Deputy Principals (i.e. Academic & Student Affairs), Subject Team Leaders, HR team			Relations with

Job Description Summary
The HR Manager is responsible for recruiting strong talent and growing and building internal staff's talents and capabilities through training and development. The HR Manager is also responsible for overseeing, developing and managing matters relating to employment, performance management, compensation, staff retention and maintaining positive employee relations

Responsibilities	#
<i>Managing strategic direction and planning of HR department</i>	
Develop strategic plan for HR department (in conjunction with Head of Academics and Development and MD). Ensure that current and future staffing levels are sufficient, and in line with TIS's goals and needs	.1
Review continually HR department's strategic plan and advise management/leadership on any changes to the plan	.2
Formulate and review annual performance targets and KPIs for HR department, in conjunction with the Managing Director	.3
<i>Managing recruitment and training of new and existing staff</i>	
Work with MD, Principals, and Head of Academics and Development to build TIS's human resource capabilities (i.e. academic & non-academic staff) through the recruitment, selection, induction and training of all staff	.4
Manage the overall process for external and internal recruitment and selection; Creating and publishing job postings through relevant channels (e.g. LinkedIn, job forums, school website), screening applications, scheduling and organizing interview with applicants, conducting reference and credential checks on applicants, preparing and completing required paperwork (e.g. labour card, visa, insurance) for employees and completing all necessary HR activities pertaining to staff recruitment	.5
Implement and ensure well-documented and coordinated recruitment processes are continually followed in line with best practices and Saudi labor laws; including proper background and reference checks on candidates, stringent and fair screening of applicants and timely internal/external communication	.6
Set and review HR policies & procedures on how to conduct candidate interviews and select suitable candidates	.7
Design, review and oversee induction program to help new staff transition into their new job, and assume their role & responsibilities promptly	.8
Lead and manage performance development of all staff, in conjunction with Head of Academics and Development, Principals and Deputy Principals (i.e. academic & student affairs)	.9
Oversee staff appraisal processes and ensure all appraisal reports and professional development plans are submitted in a timely manner to respective Heads / Managers. Take/approve any necessary HR action (e.g. pay change, termination) relating to staff	.10
Prepare, monitor and manage recruitment budget	.11
<i>Keeping proper records</i>	
Ensure all job descriptions, employment contracts and other HR documentations for (new and existing) staff are accurate and up-to-date within HR administrative database	.12



Ensure all employment status documentations (e.g. appointment, promotion, termination, holidays) are updated/maintained and communicated to all staff	.13
Ensure staff attendance systems/processes are being followed to track and monitor staff absences and prepare monthly reports on staff's attendance.	.14
Oversee that all staffs' salary payment, staff attendance report and other required compensation documentations are submitted on time to Finance Manager	.15
<i>Updating and maintaining policies and procedures</i>	
Ensure all HR policies, regulations and procedures (e.g. monitoring staff attendance, employee disciplinary actions) are consistently applied across both schools (i.e. boys and girls), and are in line with KSA (labour) laws and regulations. Review policies and procedures, and propose areas of improvement to MD	.16
Brief and advise department Heads and School Leaders about policies and procedures relating to recruitment, employee affairs and administration, and ensure policies and procedures are applied consistently	.17
<i>Managing employee relations positively</i>	
Set and apply policies, regulations and employee affairs procedures (e.g. recruitment, promotion, holiday, health insurance) to all school staff	.18
Resolve any conflict between staff and the school in line with school's policies and procedures	.19
<i>Managing HR department</i>	
Prepare, monitor and manage budget for HR department	.20
Supervise HR department's staff and ensure they are fulfilling their tasks and responsibilities	.21
Oversee performance and development of HR department's staff	.22

Skills needed	Qualifications needed
<ul style="list-style-type: none"> • Excellent communication skills (especially oral and written) in both Arabic and English • Excellent leadership skills and able to manage a team effectively • Excellent interpersonal & conflict resolution skills • Excellent planning and organizational skills • Proficient in MS Office suite 	<ul style="list-style-type: none"> • Bachelor degree in Human Resource or Talent Acquisition • Master of Human Resource (preferred) • Minimum of 4 years' experience in HR management within education industry • Knowledge of KSA's labour and HR rules and regulations • Bilingual in Arabic and English

Process	Name	Job Title	Signature	Date
Developed by	Nidha N Musliyar	Consultant Emkan Education		27/ 12/ 2017
Reviewed by	Alanoud Alzahrani Asma Alkadi	Project Manager Manager of Development Programs		27/ 12/ 2017
Approved by	Rasheed Alrasheed	Managing Director		27/ 12/ 2017
Updated by	Asma Alkadi	Consultant		15/ 5/ 2022