



JERUDONG INTERNATIONAL SCHOOL invites suitably qualified Citizens and Permanent Residents of Brunei Darussalam to apply for the following position:

Deputy Head of HR

The successful candidate will work closely with the Head of HR in the day-to-day operations of the HR functions and duties. He/she will manage and lead the HR personnel to effectively provide efficient service to JIS and staff the school employs. This role reports to the Head of HR.

Requirements:

- Diploma or Bachelor's Degree in Human Resources or Administration
- At least 3 years HR experience at supervisory level
- Computer literate
- Ready to take initiatives with teamwork
- Good communication skills in English - both oral and written
- Able to interact at all levels

To apply, please complete the Application Form to be found in the Employment Section on the school website (www.jis.edu.bn), where you will also find further details of the post. Please ensure that you state your expected salary in your letter of application, and that your CV includes a recent photo and full contact details (including email address) of two professional referees.

Closing Date: Friday, 20th September 2019

Safeguarding

JIS is committed to safeguarding and promoting the welfare of all students in its care. Successful candidates must be willing to undergo comprehensive child protection screening, including an enhanced criminal record disclosure and other standard pre-employment safeguarding checks.

JOB DESCRIPTION

Accountable to : Head of HR

General Statement of responsibilities (subject to change and development):

- Work closely with the Head of HR in the day-to-day operations of the HR functions and duties, including execution of HR policies and procedures.



- Oversee the HR Information System to ensure all personnel information are properly and accurately maintained at all times.
- Lead and manage the HR personnel.
- Conduct orientation of new administration and support staff.
- Liaise with external agencies on matters pertaining to HR as and when necessary.
- Perform other related duties as assigned by the Head of HR from time to time.