



Job Description

Position: Assistant Head of HR

Accountable to: Head of HR Department

Your Professional Duties: To 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 & provide administrative support to the Head of HR. Develop the ethos of the School whilst seeking to cultivate the holistic JIS Learner Profile which includes:

Communication

Leadership

Thinking

Integration

Engagement

Resilience

General Statement of Responsibilities

- Responsible for making sure that all new contracted staff (teaching and non-teaching) complete the pre-employment checks including updating Sentry records
- New staff liaison - To help facilitate collaboration and communication with newly hired staff
- Liaison and dealings with recruitment agencies from within and outside of Brunei
- **Labour Department**
 - Annual Labour Census - To process Labour Census to be submitted to the Labour Department every November
- **Ministry of Education**
 - Annual School Registration (Ministry of Education) – To collate documents required for the submission of renewal of School Registration and overseeing new applications for Teacher’s Registration
 - Update any statistics on staff matters as and when required
 - Ensure the School complies with requirements by the Ministry of Education
- Lead, manage and complete performance appraisal of HR staff under the Assistant Head of HR’s supervision
- Other duties as specified from time to time by the Head of HR



PERSON SPECIFICATION FOR OPERATIONS AND ADMINISTRATION STAFF

Criteria	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Diploma and above in related field 	<ul style="list-style-type: none"> • Other professional qualifications
Knowledge and Experience	<ul style="list-style-type: none"> • Prior work experience in similar post • Proficient ICT user • Excellent administrative skills • Good attention to detail • Proficient in English 	<ul style="list-style-type: none"> • Other work experience within an office/admin environment • Competence in Chinese and Malay languages • Understanding of safeguarding and child protection policies and practices • Valid driving licence
Professional Skills	<ul style="list-style-type: none"> • Well organised and work within deadlines • Good interpersonal and communication skills • Form and maintain excellent effective relationships with all in school • Ability to work independently and a good team player 	<ul style="list-style-type: none"> • Experience of delivering presentations/ability to speak to groups
Personal Qualities	<ul style="list-style-type: none"> • Ability to use initiative • Caring, positive, honest and open • Respect and awareness for confidentiality • Ambitious and willing to learn • Self-motivated and energetic • Dedicated and hard working 	<ul style="list-style-type: none"> • Ability to maintain a professional manner under pressure • Proactive in self-development