



## Job Description

**Position:** HR Manager (Recruitment and Compliance)

**Accountable to:** Head of HR

### General Statement of Responsibilities

Across the Jerudong International School (JIS) group of schools, we challenge ourselves, respect others and inspire positive change. We develop our schools through holistic school improvement in four interlinked key areas – Curriculum, Community, Capacity and Campus. Our student profile empowers students to think critically whilst actively engaging in lessons. We build capacity by ensuring students develop resilience by giving them opportunities to lead. We ensure students recognise their roles as global citizens alongside the many communities that exist within school.

We have three core values that epitomise our approach to holistic, international education. Each of these values leads to two areas that form our six school aims.

**CHALLENGE** : We challenge ourselves to step outside our comfort zones, developing our resilience now to prepare for whatever the future may bring.

**RESPECT** : Our strength is built on relationships that embrace diversity. This means listening with empathy and communicating kindly.

**INSPIRE** : We reflect, innovate and create to tackle meaningful issues. Every one of us has a responsibility to inspire positive change.

It is the responsible of all staff to demonstrate these values themselves, with colleagues and with the students.

**Role Overview** : The HR Manager (Recruitment) is responsible for overseeing the HR support team for human resources recruitment within the school. This role involves managing pre-employment interviews until the new staff settle well in the schools. In addition the HR Manager manages the travel related matters, HR system/database, visa and immigration matters for all staff.

### Key roles (subject to change and development):

#### A. Pre-employment checks

1. Responsible for making sure that all new staff complete the pre-employment checks including updating Sentry records and reference verification

#### B. New staff liaison

1. Facilitate collaboration and communication with newly hired staff to ensure a smooth integration into the school
2. Work closely with the new colleague liaison to ensure smooth transition for new staff

3. Manage the new staff interviews, including screening resumes, arranging interviews, and collating completed interview forms

#### C. Onboarding and recruitment process

1. Manage the onboarding and recruitment process
2. Manage recruitment system within the HR department
3. Enter details of new staff into the HR database, including the creation of network accounts, coordination of new staff photos and welcome kits
4. Oversee the end-to-end recruitment process meticulously, from requisition to contract issuance
5. Execute the preparation of contract requisition forms, issue offer letters and employment contracts
6. Maintain the integrity of HR systems/database, underlining the importance of accurate data entry and the creation of network accounts for new staff
7. Engage with recruitment agencies locally and internationally
8. Engage with local authorities on paperwork requirements on staffing (Ministry of Education, Nursing Board etc.)
9. Take charge of job advertisements on various platforms including local newspaper, Job Centre Brunei, TES Portal, JIS Website, COBIS, FOBISIA, LinkedIn, etc.

#### D. Travel Coordination

1. Work closely with Purchasing department to coordinate flights arrangement for new staff
2. Communicate with new staff on travel arrangements

#### E. Immigration and Labour

1. Manage immigration and labour matters for new and existing staff

#### F. Others

1. Manage performance appraisals for HR staff under the HR Managers's supervision
2. Undertake additional tasks as assigned from time to time by the Head of HR Department, acknowledging the dynamic nature of the work environment and the need for flexibility

**PERSON SPECIFICATION FOR OPERATIONS AND ADMINISTRATION STAFF  
(HR MANAGER)**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• Diploma and above in related field</li> </ul>	<ul style="list-style-type: none"> <li>• Other professional qualifications</li> </ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 3 years work experience in similar post</li> <li>• Experience in using HR system and database</li> <li>• Proficient ICT user</li> <li>• Excellent administrative skills</li> <li>• Good attention to detail</li> <li>• Proficient in English</li> </ul>	<ul style="list-style-type: none"> <li>• Up to date knowledge of employment and labour laws</li> <li>• Other work experience within an office/admin environment</li> <li>• Competence in Chinese and Malay languages</li> <li>• Understanding of safeguarding and child protection policies and practices</li> <li>• Valid driving licence</li> </ul>
<b>Professional Skills</b>	<ul style="list-style-type: none"> <li>• Well organised and work within deadlines</li> <li>• Good interpersonal and communication skills</li> <li>• Form and maintain excellent effective relationships with all in school</li> <li>• Ability to work independently and a good team player</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of delivering presentations/ability to speak to groups</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to use initiative</li> <li>• Caring, positive, honest and open</li> <li>• Respect and awareness for confidentiality</li> <li>• Ambitious and willing to learn</li> <li>• Self-motivated and energetic</li> <li>• Dedicated and hard working</li> <li>• Citizen or Permanent Resident of Brunei Darussalam</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to maintain a professional manner under pressure</li> <li>• Proactive in self-development</li> </ul>