American Cooperative School of Tunis
SINCE 1959

Junior HR Officer

The **American Cooperative School of Tunis** (**ACST**) is a premier international educational institution dedicated to fostering academic excellence, lifelong learning, and a supportive environment for our diverse community. We are currently hiring for a **Junior HR Officer** who is committed to maintaining the highest operational, administrative, and ethical standards within our school framework.

Child Protection and Safeguarding

ACST is committed to safeguarding and promoting the safety, well-being, dignity, and rights of children and youth. All employees are expected to maintain appropriate professional boundaries, act in the best interests of students, and comply with the school's safeguarding, child protection, training, and reporting requirements. Employment is subject to satisfactory background checks, reference checks, and other child safeguarding requirements.

1- Position Overview

The Junior HR Officer provides vital administrative and operational support to the school's HR department, ensuring full compliance with local Tunisian labor regulations and ACST internal policies. Serving as a key pillar of the operational side for the team, this role is responsible for staff contract management, local employee insurance administration, audit readiness, and HR database integrity. Additionally, the position supports monthly payroll element preparation, maintains alignment between physical and digital HR drives, and delivers responsive HR services across academic and administrative departments while exemplifying the school's mission, core values, and educational community culture.

2- Duties and Responsibilities

Staff Contract Management & HR Documentation

- Draft, organize, and manage employment contracts, addendums, and onboarding/offboarding documentation for school staff in compliance with applicable labor laws.
- Prepare official school HR documentation upon request, including employment certificates, salary statements, and administrative attestations.
- Track contract timelines, annual renewals, and probationary period evaluations to support proactive school workforce planning.

Audit Preparation & Compliance

- Support end-to-end preparation for annual internal, external, and statutory audits (Commissaire aux Comptes).

- Organize, verify, and retrieve sample HR, payroll, and personnel files to ensure full audit readiness and educational compliance.
- Collaborate with the Payroll & Benefits Officer on statutory reporting and filings, providing essential data support for monthly tax declarations and CNSS submissions, etc.

Local Staff Insurance Administration

- Manage and administer medical and supplementary health insurance plans for local school staff in partnership with local insurance providers.
- Oversee employee enrollments, status updates, and coverage adjustments for staff members and their eligible dependents.
- Process, log, and track employee health insurance claims, serving as the main point of contact for claim reimbursements and inquiries.

HR Database, KPI Dashboards & School Drive Alignment

- Manage and maintain the central HR digital drive, maintaining a standardized and secure file structure for all school personnel.
- Conduct regular file audits to ensure 100% synchronization and accuracy between digital records and physical personnel folders.
- Build, update, and maintain HR KPI dashboards to track key departmental metrics, workforce trends, and compliance indicators.
- Update employee data within school HR systems while upholding strict data privacy, confidentiality, and record retention standards.

Leave Management, Payroll Support & Cross-Departmental Operations

- Administer the staff leave management system, overseeing the workflow for leave requests, approvals, and balance adjustments.
- Consolidate and verify monthly payroll variables (approved leave records, unpaid absences, overtime, substitute coverage, and internal fee deductions) to support accurate payroll processing by the Payroll & Benefits Officer.
- Monitor leave utilization, track specialized leave categories, and ensure leave balances remain up to date across all internal platforms.
- Collaborate with school departments on joint HR initiatives, performing additional tasks as assigned by HR leadership.

3- Interactions

3-1 Internal: All Staff

3-2 External: HRIS Provider, Insurance provider

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4- Reporting lines and decision-making

Reports to	Supervision	Budget Authority
HR Manager	N/A	N/A

5- Qualification and Experience

- Bachelor's degree in Management, Administration, Finance, or a related field; 2–3 years of relevant professional experience.
- Prior experience with HR / audit firm, hands-on proficiency with HRIS like SAGE or similar HR/Payroll databases.
- Demonstrated organizational skills, reliability, adaptability, and professional enthusiasm.
- Exceptional attention to detail, strong cross-departmental coordination skills, and the ability to handle confidential and personal data with integrity.
- Strong alignment with ACST culture, mission, core values, ethical guidelines, and institutional policies.
- Languages: Fluency in English is required; professional proficiency in the local operational languages (Arabic/French) is highly advantageous for handling local government tax authorities and regional vendors.

6- Evaluation Criteria

Criterion 01	Criterion 02
File Synchronization & Record Accuracy	Audit Readiness & Compliance Support
Criterion 03	**Criterion 04**
Leave Management & Systems Administration	Local Staff Insurance Administration
Criterion 05	**Criterion 06**
Payroll Input Preparation & Data Accuracy	KPI Dashboard Maintenance & Reporting

7- Working schedule

Hours: 7:30 am to 4:00 pm; with occasional evenings when required
Days: Monday – Friday, with occasional weekends when required

Application Submission:

To apply for this opportunity, please send your complete application package—including your updated CV and cover letter—to our Human Resources department here [Portal Link]. Please ensure you clearly mention the exact position you are applying for in the subject line or introductory text of your submission.