



THE INTERNATIONAL SCHOOL OF KUALA LUMPUR®

Director Of Human Resources

Posting Date: May 2019

We encourage any interested/qualified candidates to apply.

THE SCHOOL

Established in 1965, the International School of Kuala Lumpur (ISKL) is the first fully accredited international school in Malaysia.

Over the years, ISKL has built its outstanding international reputation by balancing sound tradition for academic excellence with innovative approaches to teaching, learning and expanding technology. ISKL is a private, not for profit, parent-governed school accredited in the United States through the Western Association of Schools and Colleges (WASC) and internationally through the Council of International Schools (CIS).

ISKL provides high quality education for expatriate children residing with their families in Kuala Lumpur and academically qualified Malaysian students. More than 1600 students attend ISKL from more than 60 countries. In view of our diverse student population, our programs have been designed to nurture our students' appreciation of other cultures.

At ISKL, learning does not stop with academics but encompasses social, emotional and moral development. We offer a well-rounded educational program for our students to excel and lead

balanced quality lives outside of the classroom. ISKL students have many opportunities to engage in challenging academic programs as well as extensive interscholastic athletics and activities. ISKL's faculty comprises highly qualified and experienced professionals, two thirds of whom hold post-graduate degrees.

STATEMENT OF MISSION

The International School of Kuala Lumpur provides an exceptional education that challenges each student to develop the attitudes, skills, knowledge and understanding to become a highly successful, spirited, socially responsible global citizen.

VISION

To walk in a harmonious environment where care follows closely behind; learning is stimulated, curiosity is sparked, vision is cultivated, and action is inspired.

THE POSITION

Scope of Responsibilities: The Director of Human Resources will manage the human resources affairs of the school within the scope of the Malaysian Law and policies established by ISKL Board of Directors and designated Administrators. The Director of Human Resources will be proactive in implementing and recommending policy changes and improvements.

Reporting to: Director of Business Operations

1- Recruitment, Hiring, and On-boarding

- Advertise and conduct preliminary interviews for all staff positions and make recommendations to Department Heads/Supervisors on shortlists for hire.
- Work with Principals/Head of School on hire of faculty/administrators in establishing lane/step placement prior to offer of employment.
- Analyse pay structure for new overseas hires including estimates on provident fund, taxes, net salary, etc.
- Prepare and provide orientation packages, movement assistance, and other pertinent relocation information to new faculty and administration during recruitment, and the repatriation, and the termination of contracts.
- Oversee all aspects of new hire transition to ensure smooth on-boarding process.
 - Serve as Single Point of Contact by providing all the necessary information to new hires.
 - Collaborate with Director of Learning and Head of School in organizing and coordinating new faculty orientation program.
 - Undertake HR Orientation sessions with all new hires during the orientation program primarily to provide in depth information relating to tax laws, EPF,

salary and benefits, and general expectations in matters relating to contract of hire.

- Provide assistance in updating the Head of School's recruiting materials as and when required.
- Continually source, recruit, update, and maintain a database on a pool of substitute teachers for all divisions.
- Oversee the preparation of mid-term and new contracts on an annual basis.
- Update and maintain up-to-date job descriptions for all positions within ISKL.
- Prepare appointment letters to be accompanied with the Personnel Manual for all staff positions.
- Ensure that all employees are provided with contracts and/or appointment letters, including temporary or casual hires.
- Maintain up-to-date faculty & staff databases for completion of surveys and/or for official school reports.
- Administer all related matters pertaining to background checks for all faculty, staff and outsourced personnel through international and domestic background Agencies.
- Ensure that all expat employees and eligible dependents are on a valid pass throughout their employment with ISKL and in Malaysia.

2- Compensation & Benefits

- Help to develop a long-term strategy for compensation.
- Review and recommend salary and benefit policies on an annual basis or as and when required.
- Review salary increments upon consultation with Director of Business Operations and Head of School; issue appropriate letters of increments/promotions to staff.
- Prepare budget projections for recruitment, repatriation, and home leave.
- Liaise with ISKL Senior Tax Executive and monitor the calculation of income tax deductions, tax allowances, and the verification of residency requirements.
- Liaise with Trustee on matters related to the registration and withdrawal process of the Expatriate Provident Fund for faculty members.
- Where appropriate, assist Faculty Association and Staff Association in annual salary and benefits requests to the Board.
- Enroll and de-enroll all employees for all insurance coverage.
- Administer benefit programs and plans such as health, dental, pension, medical and long term disability.
- Act as school liaison with the health insurance provider.
- Administer payroll management and its related functions.

3- Regulations & Procedures:

- Work with the Director of Business Operations and Head of School to adapt the school's staffing strategy to support ISKL's Strategic Plan.

- Regularly review and revise Personnel Handbook for Staff for smooth implementation of policies and guidelines.
- Update and publish Faculty Employment Packages at the beginning of each school year.
- Ensure policies instituted by the Board of Directors conform to the requirements of Malaysian Law (EPF, TAX, SOCSO, The Employment Act & Industrial Relations Act) for both faculty and staff.
- Participate actively in discussions with Staff Association, Faculty Association, and Admin Department Heads about issues raised by members.
- Monitor e-leave applications for all employees.

4- Training, Growth, and Performance Management

- Manage staff training plans and budgets effectively for the benefit of professional development for all staff.
- Identify training needs for staff through annual appraisal evaluation records or through training needs analysis.
- Inform staff about training opportunities and organize appropriately within budgets allotted.
- Ensure that all staff trainings are updated and recorded in the HRMS system for review by department heads during year-end evaluation exercise.
- Collect year-end faculty evaluation reports from respective school Principals for filing purposes and maintain database on levels of supervision.
- Provide advice, guidance, and support in areas of discipline, job enhancement, promotion, job transfers and job reassignments.
- Conduct investigations and institute discipline hearings for cases of dismissals or termination, when necessary.

5- School Culture

- Organize farewell and longevity appreciation awards for all faculty and staff at year-end school assembly.
- Assist in the organization of annual social events, where applicable.
- Contribute to the development of a positive working environment for all employees.
- Ensure that policies, procedures, and expectations for all staff are both transparent and consistently applied.
- Maintain open communication with employees to understand and promote the positive engagement of all faculty and staff.
- Promote a culture of respect and community through the celebration of staff accomplishments.

6- General Human Resources Administration

- Administer and oversee functionality of HR Officer (Payroll/Leave) and HR Executive.

- Oversee and monitor the works of Manager, Government Relations and Government Relations Officer on matters relating to teaching permits, employment passes, dependent passes, and student passes. Adhere to all government relations matters concerning the hire of expat employees.

THE PERSON

Characteristics and Qualifications:

- Systematic and organized.
- Demonstrates strong oral and written communication skills in English. High attention to details.
- Strong interpersonal and leadership skills.
- Entrepreneurial skills and creativity; An eagerness to learn.
- Knowledge of and experience with advanced technology tools.
- Communication and presentation skills that are respectful in multinational settings.
- Minimum of a bachelor's degree; advanced degree preferred.
- 8+ years work experience.

THE PROCEDURES

Application

Please address your application to Mr. Rami Madani (Incoming Head of ISKL starting July 2019) and send the following as one single PDF file:

1. Application letter;
2. CV; and
3. A list of three references for confidential feedback.

E-mail the above Punita Subramaniam: psubramaniam@iskl.edu.my

Deadline is 6 June 2019 unless a suitable candidate has been found earlier.

Interview

Only those shortlisted for an interview will be contacted. The decision and announcement of the successful candidate will be made as soon as a successful candidate has been identified. Hence, ISKL reserves the right to close the search early.

Rami Madani (Incoming Head of School starting July 2019)