

# Director of Human Resources

commencing as soon as possible  
- 42.5 hours/week -

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CURRICULUM



The Director of HR is a member of the management team, reporting to the General Manager (GM) of the school.

Primary responsibilities comprise the execution of all critical HR functions in alignment with the school's new strategy, such as recruiting of staff (academic and non-academic), performance review, compensation and benefits, training and development. Position holder is also responsible for the efficient administration and improvement of policies as well as budget planning.

The Director of HR will closely collaborate with SMT and all department heads regarding staffing requirements, including headcount, budgeting and recruitment; and take ownership for optimal resource deployment. The position holder will ensure that HR-related operations run efficiently and support strategy implementation in line with capital budgets.

## RESPONSIBILITIES/DUTIES:

- Responsible for full spectrum of Human Resource functions such as compensation & benefit, recruitment, employee relations, organizational development and grievances matters.
- Lead the development the HR strategies/policies including remuneration policies, succession planning etc
- Overseeing the HR team and ensuring a timely and efficient supply of operational HR-services (recruitment, contracts, renewals, immigration and work pass procedures, etc)
- Manage and maintain database regarding compensation and benefits of all employees.
- Provide HR related expertise and support to the Principal, SMT and MD. Ensure provision of excellent HR related services to SMT, General Manager and all school departments.
- Supervise Recruitment: Establishment of job descriptions, managing of online job posts in various portals, screening of CVs, communication with candidates, preparing and leading the hiring process and supporting on-boarding of new employees.
- Supervise Training: training registration, updating of training records, source suitable training providers and courses.
- Performance Appraisals: create, implement and review the process and assist during the process execution, ensure proper documentation of reviews, record outcomes, file appraisal documents.
- General HR Administration (employee records and related documentation).
- Other HR related tasks as may be required by the Principal, the MD or Board of Governors.

## EXPERIENCE/EDUCATION:

- Diploma or degree in Human Resource management or related field
- At least 10 years of HR management experience, preferably in an equivalent role of an educational organization
- Experience in a multi-cultural, international environment
- Outstanding organizational and leadership capabilities

## QUALIFICATIONS/OTHER REQUIREMENTS:

- Ability to work independently, with a pro-active and positive attitude in a collaborative manner
- Strong computer skills.
- Fluent in English and knowledge of other languages especially German is an advantage.
- Excellent interpersonal and communication (incl. presentation and public speaking) skills (German, English, written and verbal) and a consensus driven approach
- Excellent situation-management and problem solving skills

We offer an exciting working environment in an international and cooperative team. Submit your application via our Careers Page at [www.gess.hbcareers.com](http://www.gess.hbcareers.com).



**German European School Singapore**

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