

JOB DESCRIPTION – HUMAN RESOURCES MANAGER

Department:	Human Resources Department
Immediate Supervisor:	Hayah Schools HR Lead
Contract Days:	210 days
Fully Supervises:	Human Resources Department

GOAL

- Supervises and manages the department by coordinating all the functions and maintaining HR processes with emphasis on the compensation and benefits function.
- Creates a professional environment with a customer service focus.
- Provides the leadership team and staff with reports and data used for higher productivity and better planning.
- Fosters an effective workplace through competence, loyalty, and promoting good morale.
- The HR Manager oversees all aspects of the personnel operations at Hayah International Academy under the general guidance and direction of the Head of School. The HR Manager will work with the Head of School and Leadership team to develop and refine the Hayah salary and benefits package and other recruitment materials to position the school to attract and retain a high caliber of staff. He/she will work within Hayah policies, to develop and revise HR activities and functions, personnel manuals and will make recommendations for policy/procedure changes to align the Hayah personnel operation with Egyptian Labor Law.

MAIN DUTIES AND RESPONSIBILITIES

General Leadership:

- Prepares and submits periodic reports for head of school's use as requested.
- Monitors present and future trends, practices and systems in the personnel field and makes recommendations accordingly.
- Analyzes school manpower requirements and recommends selection and development activities to meet those requirements.
- Work with the principal and senior management team on organization development.

HR Management:

- Manages the Personnel Department, ensuring compliance with all policies, procedures and local government regulations pertaining to employment practices.
- Reviews personnel policies, procedures and practices, recommending improvements to the Head of School as necessary.
- Investigates and reviews all disciplinary actions to ensure compliance with applicable laws, regulations, school policies and procedures. Consults with department heads on appropriate action and recommends to Head of School final action to be taken.

- Interacts with the school's attorneys on all personnel matters as needed to ensure labor law compliance.
- Advises the Head of School, leadership team and other personnel on matters related to the Egyptian Labor Law to ensure compliance.
- Monitors the administration of the Performance Appraisal Program and acts in an advisory capacity to school department heads on process.

Employee Relations:

- Actively listens and develops alternatives/solutions to concerns expressed by employees.
- Ensures the consistent and fair treatment of all staff.
- Implements and monitors an effective employee relations program.
- Maintains and updates files on employee records, legal documents, policies and procedures and other personnel matters.

Salary and Benefits:

- Conducts regular market salary and benefits surveys to maintain a competitive package for staff and recommends changes to the Head of School.
- Monitors the administration and application of employee salary and benefit program.

Professional Development and Training:

- Ensures fair and consistent application of the school's Professional Development Fund program with the help of the Director of Curriculum, Assessment and Staff Development.
- Assesses needs, recommends training and development for support personnel, ensuring compliance with performance standards with the help of the Director of Curriculum, Assessment and Staff Development.
- Obtains, collate and make available information regarding training programs and activities for support staff with the help of the Director of Curriculum, Assessment and Staff Development.

Communication:

- Disseminates information impacting employer-employee relations, employee activities and school personnel policies and programs.
- Uses a variety of tools to communicate effectively with all staff.
- Exhibits effective listening skills.
- Collaborates with and seeks the input of key stakeholders prior to making major decisions impacting the school's personnel policies/procedures.

KNOWLEDGE, ABILITIES AND SKILLS

- Proficient in written and spoken English and Arabic.
- Excellent interpersonal skills.
- Ability to supervise others and work as part of a team.
- Communicates effectively with staff and management.
- Knowledge of school policies.
- Excellent computer skills.

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree from an accredited institution.
- Minimum of 6 years' experience in an HR department of a reputable organization; preference given to candidates who have worked in an educational sector.
- Post-graduate degree: HR diploma/certificate is required, a relevant Masters degree is a plus.

* This job description describes in general terms the normal duties which the post holder will be expected to undertake. However, the duties may vary or be amended from time to time without changing the level of responsibility associated with the post.

I have read and understand the job requirements, responsibilities and expectations set forth in the job description provided for my position. I attest that I am able to perform the essential job functions as outlined.

Employee Name: _____

Employee Signature: _____

Date: _____