



The Role	
Role	Human Resource Specialist
Employer	Multinational School – Dhahran
Place of employment	Dhahran
Reporting to	Principal & School Leader of Multinational School Dhahran
Direct reports	Principal
Work Type	Full-time
Working Hours	7:30am – 3:10pm

Purpose of the Job

The Human Resource Specialist will be responsible for all aspects of Human Resources throughout the school including employee and government relations, recruitment and retention, inductions, Human Resources processes and best practices, policies and procedures, performance management, and training and development.

Job Responsibilities

- Responsible for handling all employee relations, compensation, benefits, safety, performance, and staffing levels as and when they arise.
- Produce and issue all staff contracts and offer letters and ensure they are signed and returned within the allocated time.
- Manages and updates employee information on the school system and staff files with copies of relevant documentation, including Iqama's, qualifications, contracts, MOE work permit, Ajeer contract.

- Conduct the induction process for new staff from start to finish with relevant departments and Key Stage Coordinators.
- Manages the issuance of legal documents, work permits and licenses and staff medical insurance (visas, passports, iqamas, exit/re-entry visas, school permit, Baladya license, civil defence license etc.) by working with the School Broker.
- Prepares formal documents for attestation such as salary certificates, embassy letters, etc.
- Responsible for updating staff induction letters, policies and procedures, and code of conduct.
- Produce, monitor and keep accurate records of staff leave, sick leave, absence, early departure/late arrivals and leave without pay.
- Support the completion of departure and exit formalities for employees (cancellation of visas, termination letters) with the School Broker.
- Coordinates the arrangements of staff training and development required by the school both locally and internationally.
- Manages interviews and employment processes for new staff.
- Maintains and develops strong relationships with recruitment agencies to deliver the best candidates for the positions both locally and internationally.
- Develops and implement processes and procedures to improve the recruitment process.
- Responsible for maintaining and developing strong relationships with government departments and agencies (e.g. Saudi Ministry of Education) and the school finance department to ensure smooth operation and quick and effective resolution of any issues.
- Manages and maintains online accounts with government entities such as Jawazat (Muqem), Chamber of Commerce, Ministry of Labour and General Organisation for Social Insurance (GOSI) by working with the School Broker.

Job Description

- Exceptional interpersonal communication and relationship-building skills
- Excellent active listening, negotiation and presentation skills
- Strong ethics and reliability
- Problem-solving and decision-making aptitude
- Strong ability for conflict resolution
- Excellent organisational management skills.

Qualifications & Requirements

- Bachelor's Degree in Human Resources or related field is a must
- 3+ years' proven working experience as a Human Resources Specialist or Human Resources Manager
- Needs to be a Saudi national
- Excellent Arabic and English, written and spoken
- In-depth knowledge of the Saudi Government and Ministry of Labour laws and regulations is required
- Must be proficient in Microsoft Office.

Undertake any other reasonable requests as made by the Principal to contribute to the continued smooth running of the Multinational School-Dhahran.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, maybe changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade. While every effort has been made *to* explain the primary duties and responsibilities of the post, each task undertaken may not be identified.



Signed

(Employee)

Date: _____



*Celebrating 20 Years
in Saudi Arabia*

Signed

(Principal)

Date: _____

