



ABOUT US

Nord Anglia Education is the world's leading premium schools organization, with campuses located across 29 countries in North America, Europe, China, Southeast Asia and the Middle East. Together, our 69 schools educate more than 65,000 students from kindergarten through to the end of secondary school. We are driven by one unifying philosophy: we are ambitious for our schools, students, teachers and staff, and we inspire every child who attends a Nord Anglia Education school to achieve more than they ever imagined possible.

Every parent wants the best for their child — so do we. Nord Anglia Education schools deliver high quality, transformational education and ensure excellent academic outcomes by going beyond traditional learning. Our global scale enables us to recruit and retain world-leading teachers and to offer unforgettable experiences through global and regional events, while our engaging learning environments ensure all of our students love coming to school.

VACANCY

HUMAN RESOURCES MANAGER

- Location: **Phnom Penh**
- Schedule: **Monday to Friday (7:30AM to 4:30PM)**
- Salary: **Competitive pay package**
- Expect Employment Start Date: **08 March 2021**

Job Purpose:

To act as a member of the school's operational management team. The Human Resources Manager develops, advises and implements policies relating to the effective use of employees within the school, developing and delivering HR practices together with the School Principal and Regional HR Director.

Responsibilities:

To provide stakeholders and all internal customers with a professional advisory and information service and practical assistance covering all Human Resource matters including the following.

Recruitment

- To support the School Principal in short listing, interviewing and selecting candidates.
- To ensure job descriptions and roles are advertised using agreed and established methodologies.
- Planning and delivering induction training for new staff.

Communications

- Working closely with all departments to understand and implement policies and procedures.
- Produce and report on school HR Key Performance Indicators in accordance with Company requirements. Provide HR budgetary reports when required.
- Promoting and implementing local labour law best practices.

Employee Relations

- Advising on pay and other remuneration issues, including promotion and benefits.
- Undertaking regular salary reviews to ensure the school is a competitive recruiter in the market.
- To support the School Principal and School Leadership Team in matters of staff discipline and grievances.

HR Systems

- Oversee the data management and accuracy of staff data which handle by HR Assistant.

More information about the responsibilities of this position shall be provided via job description.

Requirements:

- Human Resources qualification
- Ability to build relationships with key managers and all employees in a diverse environment.
- Good understanding of Cambodia labour laws including immigration processes.
- Proven experience with particular reference to employee relations, recruitment and selection and learning and development
- Adaptable, flexible with a can-do approach to handle any kind of work activity
- Personable approach, Analytical and problem solving skills.
- A tactful and approachable but assertive manner
- Proactive, Enthusiastic, Calmness under pressure
- Discretion with confidential information, Fairness and objectivity
- The ability to build good working relationships with people at all levels and from different cultures

APPLICATION INFORMATION

Applications should include a covering letter along with a photograph, updated CV with all relevant experience, along with the names and contact email addresses of at least two referees.

Applications should be sent to employment@nisc.edu.kh

Closing date: 26 February 2021

The school reserves the right to appoint before this deadline if the right candidate is found.

Northbridge International School Cambodia is committed to safeguarding children and young people. We are committed to providing a world class, safe, happy environment in which children and young people are able to thrive and learn. We are committed to safeguarding and promoting the welfare of all our pupils irrespective of race, ability, religion, gender or culture.

All post holders in regulated activity (having regular unsupervised contact with children) are subject to appropriate national and international vetting procedures including satisfactory criminal record checks from both your country of residence/birth and any country of residence within the last 10 years.