

Bishkek International School

Job Description: HR Officer

Bishkek International School is a non-profit community school providing excellent international education in a safe, supportive and friendly environment. The school opened in September 2011 and now has 260 students from age 2 to 18. Sixty percent of our students are American, Asian and European citizens, children of employees of embassies, international organizations and international business or NGOs. Forty percent of students are Kyrgyz citizens. The school welcomes all students regardless of ability, gender, ethnicity, language, or religious belief and everyone is encouraged to take part in all school activities. BIS is accredited by the New England Association of Schools and Colleges (NEASC) Commission on International Education. As an IB World School we offer the IB Diploma Programme, IB Middle Years Programme (MYP), and IB Primary Years Programme (PYP). We are also a Cambridge International School, with Cambridge Assessment International Education accreditation for the IGCSE programme.

RESPONSIBILITIES

Human Resource Management

1. Ensure that sound human resource practices and regulations are in place and followed (job descriptions, regular performance evaluations, etc.)
2. Support for all staff recruitment, staff performance, training and development, as well as standards of conduct and disciplinary matters
3. Ensure that job descriptions are developed and approved by line managers and meet legal requirements and BIS policies.
4. Place staff advertisements and deal with potential staff, including interview organisation and response to applicants, to ensure appropriate recruitment.
5. Maintain good relations with teacher recruitment agencies, advertising media and other channels that might lead to good staff recruitment.
6. Prepare employment contracts, orders, letters, and ensuring that employment books of staff are completed.
7. Ensure that staff provides all necessary documents for employment.
8. Ensure that all the staff employment contracts and all HR documentation is accurate, up to date, in compliance with BIS policy and legal requirements.
9. Ensure that all the articles of employment contracts are implemented correctly by the school.
10. Take care of on-boarding process of all international staff, provide with necessary information about the country and BIS (including the staff handbook and calendars), arrival and visa procedures. Send all information in good time and in clear format.
11. Organise hotel and airport transfer for new international staff on arrival and assist them in finding accommodation.
12. Ensure that international staff has up to date visas, work permits, registration at the police station.
13. Organise induction training for all new staff, including introducing all school policies and ensure that new staff read and understand policies.

14. Manage staff performance assessment and take part in staff appraisal meetings.
15. Ensure that all training records are maintained and that all individual professional development plans of staff are approved by line managers and implemented as approved by the Management Board.
16. Ensure that all the articles of employment contracts are implemented correctly by the school.
17. Ensure that all staff meet contract terms and the standards of conduct set out in the staff handbook.
18. Ensure that staff discipline is enforced as set out in contracts and the staff handbook, so that standards are clear to all staff.
19. Prepare the monthly timesheet of working hours of staff, to enable calculation of staff salary.
20. Deal with any other HR issues that may arise.

General

1. Maintain knowledge of current HR practice and undertake professional training in liaison with the Head of Administration.
2. Act in accordance with the budgets, policies, procedures, directions and decisions of the school management
3. Act as ambassador for the school and act in a manner that upholds the values and ethos of the school at all times
4. Maintain high quality standards in all areas of the school
5. Any other activities as agreed with management to contribute to overall development of the school.

REPORTING

Reports to the Head of Administration

Requirements

- University Graduate.
- Excellent interpersonal, team leadership and membership skills.
- Able to communicate well with local and international staff and gain their confidence and respect.
- Excellent organisational skills and complete accuracy in document preparation.
- Near native fluency in spoken and written English and Russian.
- Citizenship of the Kyrgyz Republic
- Relevant experience in HR or related areas is a strong asset.
- Knowledge of the Labour Code is an asset.

Application

- Send your application in English by email to hr@esca.kg by Monday 1st July
- Include: (i) a brief cover letter summarizing your suitability for the post and the reason for applying; (ii) your CV; (iii) a list of three referees with contact details.