

**NON-ACADEMIC POSITIONS****Closing Date: January 2025****Position 1: Human Resource Manager (1 position)****Location : IIUM Schools Sdn Bhd, Gombak, Kuala Lumpur**

<b>Subject</b>	<b>Status</b>	<b>Expected Report Duty</b>
-	Contract	December 2025

**Job Description:****1. Recruitment**

- 1.1 Assist in the development of staffing plans with key staff.
- 1.2 Interview and assist in selection of candidates for key positions.
- 1.3 Manage and provided directions to staff recruitment efforts.
- 1.4 Develop and maintain vast and varied professional relationships to expand recruitment networks.

**2. HR Compliance Administration**

- 2.1 Ensure that employment practices, compensation, benefits, and human resources programs comply.
- 2.2 Negotiate, process, review and monitor employment contracts, salary increment, insurance, and other related matters.
- 2.3 Monitor records and databases for academic and admin staff.
- 2.4 Maintain compensation and benefit staff records.
- 2.5 Monitor on performance appraisals process.
- 2.6 Maintain an up-to-date HR Policy and Procedure manual and Employee Handbook.
- 2.7 Maintain an up-to-date organization chart.
- 2.8 Monitor renewal of staffs' visa and work permit.
- 2.9 Monitor on staff leave.
- 2.10 Monitor and verify salary advice for staff.
- 2.11 Monitor and verify medical claims, mileage and overtime

**3. Training**

- 3.1 To organize annually schedule training.
- 3.2 To verify academic and administrative staffs training.
- 3.3 To monitor training records.

**4. HR Development and Engagement**

- 4.1 Liaise with other functional/departmental managers to understand all necessary aspects and needs of HR development, and to ensure they are fully informed of HR objectives, purposes and achievements.

- 4.2 Maintain awareness and knowledge of contemporary HR development theory and methods and provide suitable interpretation to directors, managers and staff within the organization.
- 4.3 Contribute to the evaluation and development of HR strategy and performance in co-operation with the executive team.
- 4.4 Ensure activities meet with and integrate with organizational requirements for quality management, health and safety, legal stipulations, environmental policies and general duty of care.
- 4.5 Strategize and planning for HR annual program, manpower planning and suitable engagement programs for staff for company's healthy work environment.

## **5. General Responsibilities**

- 5.1 To attend all grievances from staffs and try to solve it.
- 5.2 To coordinate BOD meetings.
- 5.3 To coordinate Family club meetings and programs.
- 5.4 To prepare report or breakdown problem and report to CEO.
- 5.5 To attend all meetings and discussions organized by the Organization.
- 5.6 To perform any additional responsibilities assigned by your organization.

### **Job Requirements:**

- 1) Bachelor's degree in accounting, Human Resources, or equivalent.
- 2) Advanced Mathematical skills.
- 3) Proficient with payroll software.
- 4) Familiarity with human resource procedures.
- 5) Meticulous and strong attention to detail.
- 6) Ability to handle confidential information.
- 7) Familiarity with relevant statutory requirements and regulations.
- 8) Excellent communication and interpersonal skills.
- 9) Ability to prepare and present financial reports.