NON-ACADEMIC POSITIONS		Closing Date: May 2026
Position 1: Human Resource Manager (1 position) **Location : IIUM Schools Sdn Bhd, Gombak, Kuala Lumpur**		
Subject	**Status**	**Expected Report Duty**
-	Contract	Immediate

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) At least Bachelor's Degree in Human Resource Management or equivalent.
2) Minimum 7 years of Human Resource Management experience, with strong exposure as a Human Resource Business Partner.
3) Proven experience in supervising and leading a team, with the ability to coach and develop subordinates.
4) Strong analytical skills with attention to HR compliance and statutory requirements.
5) Excellent communication, facilitation, and stakeholder engagement capabilities.
6) Ability to manage multiple HR portfolios in a fast-paced environment with high integrity, confidentiality, detail-oriented, and committed.
7) Knowledge of labour laws, employment regulations, and best practices in human resource.
8) A proactive, process improvement, and solutions-oriented mind-set, with the ability to work independently and as part of a team.