

**Summary**

The Human Resources (HR) Coordinator is a local hire position that should use International School common practice to ensure the HR policies and procedures are carried out in a fair and equitable way across the school. They answer to the Director.

**TIS Learning Principles**

- Learning involves individual choice, autonomy and agency.
- Learning is a process of inquiry, feedback and reflection in authentic contexts.
- Learning is enhanced through individual and community relationships.
- Learning is enhanced in a physical environment that is safe, welcoming, adaptable and inspiring.
- Learning transcends disciplines.
- Learning is essential to the creation of a better world.

**Essential Duties and Responsibilities**

- Manage and maintain organizational chart
- Manage and maintain all Personnel files in SkoolSpot
- Ensure all employees are up to date with their child protection certifications
- Manage recruitment processes
- Manage and support interview process at all levels through setting up of interviews and ensure feedback is received on all candidates that have been interviewed
- Coordinate and collect all documents required for new hires
- Liaise with the IRO to ensure the visa process is seamless and visas are obtained on time
- Implement and manage performance review policy and management of it for all levels of administration
- Implement and manage probation periods including setting timelines and required communication along with its process and deadlines
- Employee relations
- Continual updating and distribution of HR policies and procedures
- Ensuring knowledge of local labor law is up to date and accurate
- Build a solid relationship with outside council who can support with local labor law knowledge, procedures and protocols
- Building a good communication network across the school to enable employees to be constantly informed and updated on policy and procedures
- Assist in the negotiation of contracts with hoteliers, travel agents, facilities, caterers, suppliers, and service providers required with new hire
- Communicate regularly and collaborate with the staff liaison and staff association
- Manage onboarding, orientation and offboarding process for all employees
- Provide housing guidelines and support
- Support employee (PD) professional development travel and logistics, including visa, ticketing, and accommodation
- Managing school wide events such as UN Day, Spring Carnival, Christmas market etc
- Provide input to the yearly events calendar
- Coordinate events booking and support process
- Liaise with outside providers for logistical event support
- Support the planning and execution of events

**Minimum Qualifications**

- University degree in Human Resources or related field
- Minimum of three years HR and/or administrative experience
- Fluency in English and Russian with Uzbek an advantage
- Previous experience in an educational institution highly desired