



THE INTERNATIONAL SCHOOL OF KUALA LUMPUR

The Society for the International School of Kuala Lumpur (PPM-001-10-15041965)
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JOB DESCRIPTION

August 2023

Job Title	Assistant Director of Human Resources
Divisional Team	Administration
Department/School	Management
Reports to	Director of Talent and Culture

ABOUT ISKL

Vision: Know yourself, care for all, and create a better world.

Mission: We are an inclusive and dynamic community where passions, values, and competencies are cultivated to inspire learners to shape their path as global citizens.

Established in 1965, The International School of Kuala Lumpur (ISKL) has become known as a center of excellence in the world of international education. ISKL is a co-educational, private, non-profit school responsible for the learning journey of over 1,500 students aged 3-18 years representing over 65 nationalities at its state-of-the-art campus in the heart of Kuala Lumpur.

ISKL offers a robust international curriculum that combines leading North American educational frameworks with global best practices. The curriculum recognizes that students are on a lifelong learning journey and is driven by ISKL's Mission to support students in cultivating their passions, values, and competencies as they shape their path as global citizens.

ISKL is accredited internationally through the Council of International Schools (CIS), in the United States through the Western Association of Schools and Colleges (WASC), and is an IB World School. ISKL has a strong school-wide focus on service and sustainability and is a member of the Eco-Schools organization and the Green Schools Alliance.

JOB PURPOSE

The Assistant Director shall manage the HR affairs of the school through the department's core functions in societal, organizational, functional and personal objectives to support, develop and retain, motivate and manage all human resource matters of its reputable team of faculty and staff members through a holistic HR approach.

The Assistant Director will be proactive in implementing and recommending policy changes and improvements where diversity and inclusivity are effectively demonstrated and achieved within the scope of the Malaysian Law and policies established by ISKL Board of Directors and designated Administrators. The Assistant Director is also a HR team member working together collaboratively, congenially and respectfully and is required to be a HR Partner to our ISKL colleagues where we collectively manage the employee's work cycle from recruitment to offboarding in a responsive, positive and agile manner. On a personal level, team

members strive for personal excellence, maintain confidentiality of information, communicate effectively, embrace technology and are result-oriented.

ISKL Operational Principles:

Successful candidates will need to demonstrate ability to support ISKL's Operational Principles:

Human Centric, Agile, Automated, and Integrated to ensure our HR functions model sound practices.

RESPONSIBILITIES inclusive but not limited to:

- Strategic and comprehensive overview and policies on recruitment, hiring, and on-boarding talent taking into account the respective statutory requirements, existing market conditions while working within ISKL's framework
- Managing a comprehensive, competitive compensation and benefits structure while ensuring its sustainability
- Oversight of training, growth and performance management inclusive of professional development to further equip ISKL's employees towards reaching their potential
- Instill ISKL's essentials into our school culture through various HR policies, training and development, management and evaluation
- Performs other related duties as assigned.

Technical skills

- Oversight and managing the HR Team in its human resource services in an employee's work cycle of recruitment, onboarding, medical benefits, salaries and benefits, training and development, offboarding including maintaining the appropriate budgets for the various components.
- Ensuring the HR Team works in compliance with statutory and regulatory requirements for all employees in legal documentation, immigration and statutory bodies ensuring both employer's and employee's responsibilities are satisfactorily met
- Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Complex problem solving skills, critical thinking with deductive reasoning
- Strong interpersonal and leadership skills
- Entrepreneurial skills and creativity with knowledge of and experience with advanced technology tools.
- Demonstrates strong oral and written communication skills in English. Systematic and organised with attention to details.

Personal attributes

- To emulate and excel in ISKL's culture in demonstrating empathy and care, commitment to collective efficacy beliefs in nurturing positive impacts to students' achievements and have high expectations of self is an absolute necessity
- Confident with excellent communication skills and comfortable to communicate at all levels of the community
- Maintain the highest ethical standards and confidentiality in dealing with our stakeholders and with each other and to handle sensitive and confidential information with discretion and use tact and diplomacy at all times.
- Strong organizational skills with a passion for efficiency while maintaining a compassionate outlook at an individual level
- Strong interpersonal skills and the ability to interact well with all within the ISKL's local and multinational settings
- Strong visionary with the ability to forecast and prepare human resources to meet ISKL's future



- Be able to think creatively, communicate effectively, reason critically, collaborate constructively and learn enthusiastically.
- Demonstrated ability to develop community and generate trust while working with others

Qualifications and experience preferred

- Minimum of a bachelor's degree; advanced degree preferred.
- 8+ years work experience.
- A passionate leader and learner in all aspects of Human Resources

Important notes:

Role holders are expected to be fully committed and supportive of ISKL's ongoing commitment to fostering, cultivating and preserving a culture of Diversity, Equity, Inclusion, and Justice by holding themselves accountable and by modeling this commitment in the execution of duties and responsibilities in ISKL.

This role profile describes the core output expected in this role and does not encompass a comprehensive list of specific tasks, temporary activities, or projects initiated as a result of changing contexts. Agility and a growth mindset are expected of all our employees.

PROCEDURES

Application

Please apply on our website through the online application process.

For a teaching position to begin your application process, please ensure that you are registered with either Search Associates and/or Sschrole and then complete our online application form on our [website](#).

Interview

Only those short-listed for an interview will be contacted. The decision and notification of the successful candidate will be made as soon as the interview process is complete.

(Closing date to receive applications: 30 October 2023)

Candidates should be aware that in the event an exceptional applicant is identified early in the search process, ISKL reserves the right to make an appointment before the deadline is reached. Interested candidates are therefore advised to apply as early as possible.

