

The Head of Human Resources Management Office

Duties and Responsibilities

- Forming and implementing policies and procedures in connection with human resources management;
- Ensuring that the recruitment policy is in accordance with the Labour Code of Georgia, the school's Internal Rules and Regulations, international conventions, and other regulating documents;
- Compensating employees' leave, business trip and overtime work expenses; forming and updating other administrative procedures;
- Analyzing existing structural changes in school, formulating relevant recommendations and documents in accordance with the legislation;
- Evaluating the work conducted; formulating job descriptions; updating job descriptions, if necessary;
- Formulating/implementing the bonus and salary systems;
- Managing recruitment process; selecting the most suitable candidates; implementing new methods and tools to ensure the effective selection process; collaborating with local and international HR agencies, when necessary;
- Analyzing job market; providing the school management with relevant recommendations;
- Formulating and implementing work performance management and evaluation systems to improve employees' performance,
- Career planning/career management for employees; formulating professional development plans;
- Providing professional development and trainings in accordance with the school's goals;
- Creating and supporting a corporate culture;
- Creating and implementing an orientation program for new employees;
- Planning and monitoring the budget of Human Resources Management Office;
- In accordance with the school strategy and goals, selecting appropriate software for the Human Resources Management Office and ensuring its implementation;
- Assigning tasks to the employees under her supervision; ensuring their professional development;
- Reporting to the immediate supervisor, when necessary;

Qualifications:

- Bachelor's degree in Social Sciences or Business Administration;
- Master's degree in Social Sciences;
- Recruitment work experience;
- 3 years of experience working in administration and development of human resources (work experience at an educational institution is preferable);
- Knowledge of Labour Code of Georgia;

- Excellent command of English Language;
- Knowledge of MS Office.

Personal skills:

- Communicative
- Organized
- Team Skills
- Prompt Reaction Time
- Stress Management
- Multitasking skills
- Readiness for professional Development

Salary:

3125 GEL (Including taxes).

If you are interested in this position, please send your resume (CV) at: hr@europeanschool.ge
Please, indicate in the subject line European School Vacancies, but in the letter the position you are applying for, otherwise your resume will not be considered.

By sending your data, you understand and accept that the organization might collect, process and store submitted information (your CV) for the purpose of your employment within the scope of Law of Georgia on Personal Data Protection. Personal data will be solely used for the purpose stated above and it will not be transferred to the third party without your consent.