

AMERICAN ACADEMY LARNACA

Vacant Position

Human Resources Officer

The American Academy Larnaca is a selective educational institution with an outstanding reputation and strong academic history. It was founded in 1908 by Christian missionaries and upholds the Christian ethos and faith as evidenced by its deeply embedded motto: **“To Grow and to Serve”**. The AAL is thus committed to the philosophy of encouraging all children to be leading citizens and lifelong learners.

We seek to recruit a full time enthusiastic and committed Human Resources Officer to join our team for the new academic year 2024-25.

We offer

- Competitive remuneration package based on qualifications and experience
- Creative, exciting, friendly and vibrant working environment
- Personal and professional development
- Dedicated and enthusiastic team of staff

Duties

- To ensure that the school meets its statutory employment, equality, and health and safety obligations, in liaison with the CEO and the Senior Management Team (SMT)
- To take an advisory and proactive role in the strategic management of staffing
- To Support the development and implementation of HR initiatives and systems
- To create, update and monitor HR related policies and procedures
- To provide counselling on HR policies and procedures
- To be actively involved in recruitment by preparing job descriptions, posting ads and managing the hiring process
- To create and implement effective on boarding plans
- To develop training and development programs
- To assist in performance management processes
- To support and provide counselling to the SMT for disciplinary and grievance issues
- To maintain accurate and up to date employee records according to policy and legal requirements
- To monitor the professional development of all staff within the School’s training budget
- To keep up to date with new developments in HR and changes in legislation
- To monitor the Collective Agreement and Schemes of Service, in close cooperation with the CEO and SMT
- To review employment and working conditions and ensure legal compliance
- To review and verify the monthly payroll

Requirements

Education & Experience

- University degree or equivalent in one of the following fields or combination of those: Human Resource Management, Business Administration or relevant field
- At least 2 years’ experience in the duties of the post
- Relevant postgraduate qualification in management will be considered as an advantage

Knowledge, Skills & Abilities

- Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labour relations and negotiation and personnel information systems
- Knowledge of principles and methods for training design and instruction for individuals and groups and the measurement of training effects
- Knowledge of the English and Greek languages
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modelling, leadership technique, production methods, and coordination of people and resources
- Knowledge of administrative and office procedures and systems such as word processing, managing files and records, designing forms, and workplace terminology
- Knowledge of laws, legal codes, court procedures, precedents and government regulations
- Management of Personnel Resources — Motivating, developing, and directing people as they work, identifying the best people for the job
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one
- Ability to use Microsoft office suite/Google applications, management information systems (MIS) and education applications

Interviews

Interviews of shortlisted applicants will be conducted in the summer of 2024.

Applications

[Application form](#) to be submitted together with a curriculum vitae, cover letter and all relevant certificates not later than **Thursday, June 27, 2024**.

Consideration will only be given to fully completed applications and only shortlisted applicants will be contacted.

Canvassing will disqualify.

We are committed to safeguarding and promoting the welfare of children therefore police and health certificates will be required to be submitted on appointment.