

Leadership Posting

Director of Human Resources Hong Kong International School *Hong Kong, China*

Application Deadline: December 20, 2021
Start Date: February 2022



Hong Kong International School



This is an opportunity to lead Human Resources for one of Hong Kong's most prestigious and well-established international schools, the Hong Kong International School (HKIS).

Founded in 1966, HKIS is one of Hong Kong's oldest international schools, and it continues to set the standard in Asia for an American college-preparatory K-12 education. HKIS is home to approximately 2,880 students from over 40 different nationalities and 550 faculty and staff across two campuses in Repulse Bay (Lower and Upper Primary) and Tai Tam (Middle and High School).

About the role

The Director of Human Resources provides leadership for the entire scope of human resources and strategic support on a range of key issues including attracting, selecting, developing and retaining outstanding faculty, administrators and support staff.

To achieve these goals, the Director of Human Resources will review, develop and implement all human resources policies, procedures and related programs at the school. S/he will play a critical leadership role in establishing and implementing professional management practices to ensure local legal compliance, the efficient use of resources, and an enjoyable and effective working environment for all employees.

The Director of Human Resources will lead the Human Resources team and will serve as a member of the HKIS Schoolwide Leadership Team, reporting to the Chief Operating Officer (COO). The next Director of Human Resources will be well-supported by the COO and a strong and established HR team.

Selection criteria

HKIS is seeking a senior human resources professional who will bring to the role a balance of HR expertise and leadership skills and experience.

Specific qualifications sought include:

- Bachelor's Degree in human resource management, psychology or related field. Graduate level training in human resource management or a related field would be an advantage.
- 10 or more years of well-rounded human resources experience in a large, multicultural organization (250+ employees), of which at least 5 years have been in a management role.
- Experience within a proactive and progressive human resources environment where human resources is a key player in the organization.
- Experience with change management will be an advantage.
- Experience within the education sector or international schools is preferred but not required.

As a school grounded in the Christian faith, HKIS hires Christian teachers and administrators as well as those of other faiths. HKIS seeks to hire candidates who are interested in the complex questions of faith and spirituality and who are keen to learn and interact with others of different faith traditions.

How to apply

Interested candidates please visit our website (www.hkis.edu.hk) for application. The deadline for applications is Monday, 20 December 2021.

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