



SIAS INTERNATIONAL SCHOOL

CARING
懂得关爱

PRINCIPLED
坚持原则

RISK-TAKERS
勇于尝试

BALANCED
全面发展

Phone (0371) 88908999 | 19137129398

Web: www.siasinternationalschool.org

Intersection of Chaoyang Road and 4th Longteng St., Zhengdong New District, Henan Province, China 450000

Human Resources Manager Job Description

Department: HR Department

Term of Employment: 3 years

Band: Manager

Reporting Accountability: Head of School (HoS)

Position Overview:

The Human Resources Manager holds a key leadership role in Sias IS, responsible for planning, managing, and executing all HR-related affairs across the institution. The role ensures HR practices align with both international education standards and Chinese labor regulations, while supporting the school's strategic development goals. This position requires exceptional cross-cultural communication skills to foster effective collaboration between local and foreign employees.

Scope of Responsibility:

The Human Resources Manager oversees strategic HR planning, recruitment, and visa processing for both local and foreign talents. The role includes designing internationalized training and performance systems, managing cross-cultural employee relations, ensuring regulatory compliance, optimizing resource allocation through data management, and collaborating with departments to advance the school's international education objectives.

Major Responsibilities and Duties:

1. Human Resources Strategic Planning

- Develop a 3–5-year HR strategic plan aligned with the school's strategic goals and global education trends.
- Prepare annual HR plans and provide accurate reports to the HoS, including, but not limited to, cost analysis and staffing projections.

2. Compensation System Design and Benefit Management

- **System Design:** Create a competitive compensation structure aligned with market benchmarks and the school's context.
- **Accounting and Distribution:** Ensure accurate calculation and timely distribution of compensation and benefits for both local and foreign employees.



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- **Dynamic Management:** Monitor compliance with compensation policies and optimize management processes regularly.

3. Talent Recruitment and Selection

- **Recruitment of Foreign Employees:**
 - Collaborate with the HoS and Instructional Department to formulate annual recruitment plans.
 - Publish job descriptions on international platforms (e.g., ISS, Search Associates).
 - Conduct interviews to evaluate candidates' cross-cultural communication skills and qualifications.
 - Verify foreign teachers' documentation and assist with visa and permit processes.
- **Recruitment of Local Employees:**
 - Design recruitment strategies to attract top local talent.
 - Assess candidates' qualifications and align them with job requirements.
 - Streamline onboarding and training processes to enhance team stability and efficiency.

4. Employee Training and Development

- Design comprehensive career development plans for local and foreign employees and develop training courses suitable for local and international backgrounds.
- Organize special training to ensure that the content covers cultural adaptation, leadership development, and other aspects.
- Support employees in improving their professional skills.
- Create a talent development pipeline.

5. Performance Management and Incentives

- Implement transparent and fair performance appraisal systems that encourage rather than punish.
- Conduct regular performance reviews and provide actionable feedback.
- Design incentive programs to foster employee engagement and growth.

6. Employee Relations and Compliance Management

- Design and update HR policies to strengthen systems, support goals, and ensure compliance.
- Mediate cross-cultural disputes to ensure effective communication and fair resolution.
- Draft and disseminate bilingual employee handbooks and compliance documents.
- Ensure HR practices comply with Chinese labor laws and international standards.



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7. Local Employee Support and Team Building

- Enhance the work environment and benefits, including health protection and career development opportunities.
- Organize team-building activities to strengthen cohesion and a sense of belonging.
- Regularly collect employee feedback to refine support systems.

8. Offboarding

- Further develop the employee offboarding
- Create an exceptional employment experience from recruitment to end of contract.

Qualifications and Experience:

1. Educational Background

- Bachelor's degree or higher in Human Resources Management, Business Administration, or related fields (Master's/Doctoral degree preferred).

2. Work Experience

- At least 5 years of HR experience, with a minimum of 3 years in management roles.
- Preferred experience in international schools, multinational companies, or educational institutions.
- Proficient in full-cycle recruitment, cross-cultural management, and international HR policy development, including visa processing.

3. English Proficiency

- Advanced proficiency in English (listening, speaking, reading, and writing)
- Capable of hosting English meetings, drafting official documents, and translating materials for international business communication.

4. Core Competencies

- **Cross-cultural Communication:** Good at coordinating local and foreign teams and resolving cultural conflicts.
- **Project Management:** Adept at coordinating projects such as recruitment and training while resolving complex HR challenges.

5. Additional Skills

- Proficient in HR budget management and talent forecasting.
- Familiar with international school HR cost structures, including foreign teacher



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compensation.

- Knowledgeable about trends in international education, with the ability to propose innovative solutions, such as digital recruitment and cross-cultural team building.

Sias IS is committed to the protection of all children and young people from harm. Belief in and alignment with Sias IS core values and mission statement are non-negotiable.



人力资源部经理 岗位职责

部门：人力资源部

合同期限：3 年

职级：经理

汇报对象：校长

职位概述：

人力资源部经理在国际学校中承担关键角色，负责规划、管理和执行全校人力资源相关事务，确保 HR 实践符合国际教育标准和中国劳动法规，支持学校的战略发展目标。该职位要求具备卓越的跨文化沟通能力，能够在中外籍员工之间搭建高效的桥梁。

职责范围：

人力资源部经理负责统筹人力资源战略规划，开展中外籍人才招聘与签证办理，设计国际化培训与绩效体系，处理跨文化员工关系，确保人力资源管理符合国际教育标准与中国法规，通过数据管理优化资源配置，协同各部门推动学校国际化办学目标实现。

主要职责与任务：

1. 人力资源战略规划

- 根据学校战略目标，制定 3-5 年人力资源战略规划，确保战略方向与全球教育趋势同步。
- 撰写年度人力资源规划报告，并向校长进行精准汇报，包括人力成本分析、编制规划等内容。

2. 薪酬体系设计与福利管理

- 体系设计：依据市场水平和学校实际，制定公平且具竞争力的薪酬体系。
- 核算发放：负责薪酬及福利的精准核算与按时发放，确保中外籍员工薪资福利兑现。
- 动态管理：跟进薪酬福利合规流程，定期优化管理流程与政策。

3. 人才招聘与选拔

- 外籍员工招聘：
 - 与校长及教学部配合，制定每个学年的招聘计划。



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- 撰写英文岗位描述，发布于国际教育平台（如 ISS、Search Associates 等）。
- 与外籍候选人进行面试，评估跨文化沟通能力和专业素养。
- 审核外教资格文件（如简历、教学资质证明等），确保符合外事规定。
- 协助外教办理工作签证及居留许可，与外事办，外专局，和出入境管理局等外事部门沟通。
- 根据招聘需求，建立及完善外籍教师招聘流程。
- 本地员工招聘：
 - 制定招聘计划，通过多种渠道吸引优秀本地人才。
 - 审核候选人资历，评估其是否符合岗位要求。
 - 优化本地员工入职和培训流程，提高团队稳定性和工作效率。

4. 员工培训与发展

- 为中外籍员工设计全面的职业发展规划，开发适合本地和国际背景的培训课程。
- 组织专题培训，确保内容覆盖文化适应、领导力发展等方面。
- 支持员工专业技能提升。
- 建立人才培养发展体系。

5. 绩效管理 with 激励

- 制定绩效考核方案，确保中外籍员工考核标准透明、公正，以激励为主，而非惩罚。
- 定期与员工进行绩效面谈，反馈工作表现并制定改进计划。
- 设计激励机制，促进中外籍员工的持续成长与投入。

6. 员工关系与合规管理

- 设计并更新人力资源政策，以加强体系建设，支持目标实现，并确保合规性。
- 处理中外籍员工跨文化纠纷，确保沟通有效、处理公平，避免因文化差异引发冲突。
- 起草并宣贯中英文员工手册和合规文件。
- 确保人力资源管理实践符合中国劳动法规及国际劳工标准。

7. 本地员工支持与团队建设

- 针对本地员工需求，优化工作环境与福利政策（如健康保障、职业发展机会）。
- 组织本地员工团队建设活动，增强归属感与凝聚力。
- 定期收集反馈，持续改进本地员工管理与支持工作。

8. 离职管理

- 进一步完善员工离职管理流程。
- 打造从招聘到合同结束的卓越雇佣体验。



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任职资格与经验:

1. 教育背景

- 人力资源管理、工商管理等相关专业本科及以上学历，硕士/博士学位优先。

2. 工作经验

- 5 年以上 HR 工作经验，3 年以上管理岗经验，有国际学校、跨国企业或国际教育机构背景优先。
- 具备全流程招聘、跨文化员工管理、国际化 HR 政策制定经验，熟悉外籍员工签证办理等事务。

3. 英语能力

- 精通英语听说读写，能主持英文会议、撰写英文文件、翻译官方资料，满足国际商务沟通需求。

4. 核心能力

- 跨文化沟通：擅长协调中外籍团队，解决文化冲突。
- 项目管理：能统筹招聘、培训等多项目，处理复杂 HR 问题（如外教纠纷）。

5. 附加技能

- 具备 HR 预算管理、人才需求预测能力，熟悉国际学校人力成本结构（如外教薪资福利）。
- 关注国际教育行业趋势，能提出数字化招聘、跨文化团队建设等创新方案。

西亚斯外籍学校致力于保护所有儿童和青少年免受伤害。认同并践行西亚斯外籍学校的核心价值观和使命声明是不可妥协的基本要求。