

The British School Manila has a requirement for a prospective member of the support staff who will take on the role of:

Assistant Human Resources Manager

The holder of this position administers various human resources functions with emphasis on compensation and benefits. Specifically, amongst all other tasks, the Assistant Human Resources Manager will:

1. Design, develop, implement and review compensation and benefit processes and programmes in support of the School's compensation and benefits philosophy and goals.
2. Oversee the recruitment process for both support and teaching staff in collaboration with the Leadership Team, line managers and recruitment providers.
3. Maintain and optimise the use of the HR Information System.
4. Discharge specific human resources processes related to job descriptions, performance management and professional development.

Qualifications:

1. Holder of any Bachelor's degree, with above-average academic record from a reputable university.
2. With at least 6 years of work experience in human resources in an administration capacity. Specialisation or substantial work experience in compensation and benefits is a must.
3. Diligent, systematic, analytical and detail-oriented.
4. People-oriented and possesses high level of interpersonal and communication skills.
5. Work experience in a multi-cultural environment is an advantage.

Remuneration:

The pay and benefits package in Philippine peso will be based on the candidate's qualifications.

Application:

Please submit your application letter and resume to:

Roselle Binua

Personnel and Legal Officer

rbinua@britishschoolmanila.org

Maria Yambao

Personnel and Legal Manager

myambao@britishschoolmanila.org

Website: www.britishschoolmanila.org

Deadline of application is 6 April 2020. We will respond to shortlisted applicants only.

The British School Manila (BSM) is a highly regarded co-educational British international school established in 1976. The School is proud to uphold the high standard of the British education system and we take full advantage of our multi-cultural setting. We are accredited by the Council of International Schools (CIS) and also a member of The Federation of British International Schools in Asia (FOBISIA), The Independent Association of Prep Schools (IAPS), and The East Asia Regional Council of Schools (EARCOS). At present 930+ students aged 3-18 are on roll and 45 nationalities are represented. British children make up 29%, Filipino 21%, Australian 11%, Canadian 10% and American 6% of the total student population.