



INTERNATIONAL INDIAN SCHOOL, DAMMAM

IMMEDIATE RECRUITMENT – Saudi Female HR Manager

5th October 2025

International Indian School, Dammam invites applications from eligible Female Saudi Nationals for the post of **HR Manager**.

Candidates may apply through the link: <https://iisdammam.edu.sa/recruitment/recttchr.php>

Please note, below mentioned documents to be sent as one SINGLE PDF FILE to recruitment@iisdammam.edu.sa

1. CV
2. Educational Degrees, Final/Consolidated Mark sheet and Certifications etc.
3. Experience Letters

Qualifications: Bachelor's degree in Human Resource Management, Preferred having CIPD Level 5, preferably in the education sector

Experience: Minimum 5 years of experience in HR operations/Generalist including 3 years in managerial level.

Other requirements: Proficiency in written and verbal Arabic and English language.

Job Summary and Responsibilities:

The HR Manager is responsible for aligning business objectives with HR strategies. She will formulate the HR function to deliver value-added service to management and employees that reflects the business objectives of the organization.

- Ensure that the strategy is translated into operational business plans for the Human Resources function and monitor the performance and execution of those plans to achieve functional objectives and deliver the School's strategy.
- Consults with line management, providing HR guidance when appropriate.
- Maintains in-depth knowledge of legal requirements related to day-to-day management of employees, reducing legal risks, and ensuring regulatory compliance.
- Provide day-to-day performance management guidance to line management (e.g., coaching, counselling, career development, disciplinary actions).
- Works closely with management and employees to improve work relationships, enhance morale, and increase productivity and retention.
- Responsible of implementing HR service policies and procedures to align with MOE / CBSE / Saudi Labor Law.

- Supervise team to resolve HR operational requests from managers, and employees.
- Accountable for timely processing of monthly payroll.
- Integrate payroll sheet with bank template and upload for payroll processing.
- Update data on bank templates & send to bank for processing of the same.
- Capture organizational training needs and plan, to facilitate training.
- Plan, organize, and coordinate the operations and activities related to the Human Resources (HR) operations.
- Support HR staff to resolve human resource problems, interpret HR policies and procedures and recommend effective courses of action.
- Identify optimal solutions that meet the needs of the HR functions by recommending process improvements, system enhancements and alternatives based on specific needs.
- Support employees with employment law related queries and matters.
- Ensure employee database is fully updated in all systems with relevant details like position, pay, insurance details, GOSI, passport, Iqama, leave balance, etc.
- Ensure Ajeer / Teaching License Compliance as required by the Ministry of Education / Saudi Labor Law.
- Accountable to identify, attract, select, motivate, develop, and retain high-quality talent that will drive business objectives.
- Responsible to handle documentation of new joiners, their pre-joining process and support HR team for their onboarding.
- Monitor the Saudization – Netaqat (as and when needed and if applicable to the school) to maintain the government requirements.
- Accountable for Full Cycle of Recruitment.

The last date for the submission of applications is **Tuesday, 14thOctober 2025.**


SUNIL PETER
Principal

