

Director of Human Resources  
American International University, Kuwait

Direct Link: <https://www.AcademicKeys.com/r?job=156078>

Downloaded On: May. 8, 2021 8:22am

Posted Mar. 17, 2021, set to expire Jul. 17, 2021

<b>Job Title</b>	Director of Human Resources
<b>Department</b>	Admin Staff Team <a href="mailto:ExecutiveHR@aiu.edu.kw">http://ExecutiveHR@aiu.edu.kw</a>
<b>Institution</b>	American International University, Kuwait Kuwait City, , Kuwait
<b>Date Posted</b>	Mar. 17, 2021
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Senior Administration Human Resources
<b>Job Website</b>	<a href="http://ExecutiveHR@aiu.edu.kw">http://ExecutiveHR@aiu.edu.kw</a>
<b>Apply By Email</b>	<a href="mailto:ExecutiveHR@aiu.edu.kw">ExecutiveHR@aiu.edu.kw</a>

**Job Description**

Job Title: Director of Human Resources

Classification: Senior Leadership

Salary:

Reports to: Vice President for Administration

Job Purpose: Serve as a senior member of the Division of Administration team; incumbent is responsible for the all areas of Human Resources work including but not limited to: faculty/staff recruitment, orientation and retention; employee records and information systems; employee

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relations, compensation and benefits administration; performance management; benefits administration; immigration services; international staff housing; policy development, organizational development and training; employee related documentation, compliance and reporting; overseeing vehicle fleet use, drivers, mandooobs and university receptionists.

Duties:

1. Serve as a member of the Vice President for Administration senior staff, participating in discussions, decision-making and policy making
2. Provide leadership and administrative support for human resources functions by coordinating, implementing, and evaluating the following programs: employee recruitment including records maintenance and retention, compensation, benefits administration, international employee services, human resources policy development, and organization development
3. Provide employee relations counseling, mediation and coaching for employees and managers
4. Direct work load and task assignments of all office staff to ensure successful and timely completion of all work
5. Oversee the functioning of the vehicle fleet and drivers; organize fleet usage; maintain all needed records and provide usage data as requested
6. Develop appropriate policies and procedures for effective management and utilization of the human resource information systems database, streamlining processes and identifying best practices as well as ensuring institutional compliance with labor laws and HR requirements
7. Review existing institution and university system policies and guidelines; make recommendations for changes; research and develop new policies, procedures and processes
8. Stay abreast of labor law issues, interpret and review all regulations and policies related to HR activities and advise executive staff on improvement and revisions
9. Develop strong working relationships with all levels of management, faculty and staff to promote recruitment and hiring functions, employee evaluations and general employee satisfaction
10. Coordinate and supervise employment selection processes by assisting in the review of applications as appropriate and serving as primary resource; facilitate the search committee process
11. Oversee the production of ID cards for employees
12. Work closely with the Director of Finance on the administration of all university compensation programs
13. Manage and administer the university benefit programs
14. Supervise employment and benefit functions and ensure accurate and timely processing; ensure compliance with internal and external regulations
15. Plan, develop, and implement timelines and procedures for job evaluations, performance evaluations and special employment agreements
16. In collaboration with the Director of Facilities and Maintenance, research, identify, recommend and

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manage appropriate housing for qualified staff

17. In collaboration with the Vice President for Enrollment & Student Life, oversee the integrity of the student employment program

18. Work collaboratively with the Director for Marketing & Communications on the creation and delivery of messages related to outreach and recruitment of prospective employees and internal information to employees

19. Select, train, lead and evaluate department staff; establish and monitor employee performance objectives; prepare and present employee performance reviews; provide and coordinate staff development

20. Oversee the development and updating of the university employee handbooks; maintain all job descriptions, reviewing and updating regularly

21. Oversee and participate in the development and implementation of the institutional information system, as it relates to personnel operations

22. Develop and maintain policy and procedure manuals related to unit programs and services

23. Manage department budget, including forecasting funds required for staffing, equipment, materials and supplies, monitor division expenditures

24. Prepare and present studies, reports and analyses, including systematic effectiveness reviews, as it relates to university staffing

25. Serve on a variety of committee and task forces

26. Represent the Vice President for Administration as required

27. Keep abreast of developments in higher education fields related to assigned functions

28. Other duties as assigned

Reporting Positions:

1. Human Resources Specialist

2. Clerk/ID Specialist

3. University Receptionist

4. Drivers (cars and shuttle bus)

5. Mandoob

Skills:

1. Must possess skills to be able to explain and demonstrate the essential functions of the position; demonstrated knowledge and experiences within all facets of the Human Resources department

2. Must possess the ability to communicate ideas and information, both oral and written, clearly and effectively at all levels within and outside the University in English; must possess effective presentation skills; ability to communicate, both oral and written, in Arabic strongly preferred

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3. Ability to negotiate and reach mutual points of understanding among peers and colleagues
4. Demonstrated understanding of University structure, policies and procedures, particularly as it impacts the recruitment, on-boarding and retention of faculty and staff
5. Demonstrated knowledge and competence in human resources programing and services
6. Demonstrated competence and experiences in the application, implementation and delivery of technology in human resources; demonstrated experiences in the usage of social media
7. Demonstrated knowledge of employment laws and regulatory compliance standards; strongly prefer knowledge of Kuwait Labor Law
8. Knowledge of benefit and compensation administration, talent acquisition and development, performance management, and organization learning and development
9. Demonstrable high ethical standards especially as it relates to the implementation of policies and procedures associated with the personal growth and development of employees
10. Ability to meet deadlines and handle multiple complex projects
11. Demonstrated ability to use sound judgement in decision-making, problem solving, organizational and time management skills
12. Must be capable of maintaining confidentiality of work related information and materials
13. Demonstrated ability to work effectively with a diverse group of peers and campus and community constituents
14. Ability to lead, inspire, supervise and evaluate team members in an effort to meet institution and department goals and objectives
15. Ability to work occasional evenings and weekends

Experience and Education:

1. At least 5 years progressively responsible human resources experiences, in educational environment required; Bachelor's or Master's degree in human resources management, business or related field preferred
2. In-depth knowledge of Kuwait Labor Law regulations related to human resources; comparable knowledge of higher education a plus
3. Ability to read, write and speak English required; additional Arabic language skills strongly preferred
4. Demonstrated skills in organizational development, recruitment (both direct and program management), management, coaching, policy development, contract negotiation, and legal research and compliance, with benefit design and negotiation and payroll expertise
5. Demonstrated expertise in advising and consulting with every employee level including senior administration, with appropriate balance between employee and management perspective
6. Demonstrated ability to improve processes through enhanced use of technology
7. Experience in the management, and oversight of departmental budget
8. Experience with research, analysis, and use of data in higher education and/or human resources

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**About American International University:**

AIU is a new institution of higher education in Kuwait with the first student cohort admitted in fall 2019. It is a private, co-educational institution offering undergraduate degrees based on the American model of higher education. Through its educational programs, the University serves the intellectual, cultural, and personal growth of all members of its community. AIU's offers degree programs in Engineering, Architecture, and Design, and Business Administration where the language of instruction is English.

For more information about AIU visit: [www.aiu.edu.kw](http://www.aiu.edu.kw)

**How to apply:**

To apply for this position, please submit your resume, cover letter, and one photo to the below email address:

[ExecutiveHR@aiu.edu.kw](mailto:ExecutiveHR@aiu.edu.kw)

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact** Human Resources  
Admin Staff Team  
American International University, Kuwait  
Saad Al Abdullah - East of Naseem  
Block 3  
Kuwait City  
Kuwait

**Contact E-mail** [executiveHR@aiu.edu.kw](mailto:executiveHR@aiu.edu.kw)