

Position: Director of Human Resources

Role Summary

George Washington Academy is looking for an experienced and energetic Director of Human Resources to take the lead in further shaping the School's HR strategy. Using current HR procedures as a foundation, the incoming Director of Human Resources will have the opportunity to re-envision and implement new HR initiatives in conjunction with other members of the Senior Leadership Team.

The Director of HR will be responsible for the administration and management of all areas of human resources for the School. The Director of Human Resources is a member of the GWA's Senior Leadership Team and works closely with the Director of Finance, the Director of Admissions and Marketing the Primary School Principal and the Upper School Principal and reports directly to the Head of School. The Director of Human Resources serves as the line manager for the School's HR staff.

The Director of Human Resources has the following roles and responsibilities.

Senior Leadership:

- Works strategically and collaboratively with school managers and directors to define the objectives of the HR function
- Designs, develops, proposes and implements best practices, policies, processes and tools in HR to support the objectives of the school
- Develops and implements HRIS system that works with the school's Finance system.

Legal Compliance

- Establishes systems and procedures to ensure that all legal paperwork
- Generates letters of appointment and employment contracts as authorized by the Head of School or the Director of Finance.
- Develops strong relationships with all appropriate Government departments including Immigration & Ministry of Labour
- Ensures that immigration requirements are fulfilled for all staff, and their dependents where appropriate; establishing systems to ensure timely submission of new and renewal work permit applications and supporting documentation.

Medical Insurance

- Reviews local and international medical schemes, and consults with staff and leadership to ensure that the selected scheme meets both local and foreign GWA staff needs.
- Acts as primary GWA contact for both local and international medical insurance schemes

Leadership Support

- Ensures that every member of staff has an outcome-focused job description that accurately reflects the current work requirements
- Provide support to managers in the case of performance problems or difficulties within their teams.
- Assists in the development and implementation of effective performance management systems for non-teaching staff; providing advice, assistance, and support to line managers in resolving employee performance issues.
- Ensures that Staff Handbooks are up to date, complies with Moroccan employment laws and that the contents reflect best practices in human resources procedure.
- Coordinates the annual leave plan for all non-teaching staff to ensure the needs of staff and school are balanced effectively

Intake Support:

- Ensures that international staff are provided with logistical support that they need in order to take up their employment with the School, and to settle in Casablanca, including the booking of flights, facilitating the entry visas process, and responding promptly to queries
- Ensures the Welcome guide is accurate and up to date, and that it is sent to all new staff promptly after contract signing.
- Provides clear and timely information on documentation required for work permit applications and following up to ensure all necessary documentation is received well in advance.

Compensation & benefits:

- Overview of salary calculations and yearly reports
- Provides salary analysis and develops attractive compensation and benefits guidelines in compliance with school budget and international, African and local comparisons
- Develop and implement compensation and reward schemes that support the recruitment and retention of well-motivated staff.

Carry out other duties as requested by the Head of School

Requirements:

- Bachelor's degree in human resources management or a related field and HR certification (PHR or SPHR Certification, SHRM-CP or SHRM-SCP Certification) and 5 years of managerial or director level experience within Human Resources, or an equivalent combination of experience and education.
- In-depth knowledge and demonstrated understanding of current HR and labour laws, principles, and practices in Morocco

- Business-level English and French is a requirement

Highly Desirable:

- Graduate work in HR related functions or professional qualifications specific to HR, to include local certifications for HR-related responsibilities in Morocco
- Experience working in a bilingual environment and/or supporting both non-Moroccan nationals and Moroccan nationals through HR matters

-Prior experience in labour law and requirements in Morocco