

Job Title: Director of Recruitment

Reports To: Chief Executive Officer

ROLE OVERVIEW

The Director of Recruitment will lead Premiera's global recruitment strategy, driving the company's efforts to attract, hire, and retain the best talent. This role requires a strategic thinker with a proven track record in recruitment within fast-paced and dynamic environments. The Director will work in close cooperation with the Group CEO and the leadership team of 6 senior executives, to deliver exceptional educational environments for all students, as well as drive profit accountability throughout the Group in addition to performing whatever other duties are assigned by the Chief Executive Officer.

LENGTH OF CONTRACT

Permanent contract after an initial 6 (six) month probationary period

DUTIES AND RESPONSIBILITIES

The Director is required to deliver services across the main business lines of the Group. This includes, but is not limited to, the following areas:

- Create outline staffing requirements and sourcing for schools.
- Support recruitment plans for both the Group and for all the international schools owned, operated, or managed by Premiera.
- Manage all staff recruitment and selection.
- Provide consultancy services to existing or new schools under management contracts for schools that are not managed by Premiera.
- Build technical partnerships with service providers locally and internationally to support the expansion plans of the international schools owned, operated, or managed by Premiera.

The Director is required to

- Support the design of the 360 assessments of existing schools.
- Develop recruitment channels, build relationships with recruitment agencies, organize annual job fairs, organize conferences, attract senior management and teachers to all the international schools owned, operated, or managed by Premiera.

Administrative activities include the following:

- Build policies and procedures for all the international schools owned, operated, or managed by Premiera.
- Design templates, forms, and presentations to be shown to potential clients that demonstrate the capabilities of the Group.
- Develop KPIs and monitor performance of all international schools owned, operated, or managed by Premiera.
- Develop systems, policies, procedures, KPIs, forms, template plans, activity schedules, monitoring schedules, reporting requirements and monitor performance of all the international schools owned, operated, or managed by Premiera.

Training and development activities

- Identify conferences to attend, make presentations and present papers.
- Build a team to support the department.
- Develop and supervise orientation and training programs for all new and existing staff in the international schools owned, operated, or managed by Premiera.
- Design technical training programs and provide periodical training courses for all the international schools owned, operated, or managed by Premiera.
- Manage, supervise, guide, support, council, coach, assess, and monitor personnel and heads of similar departments in the international schools owned, operated, or managed by Premiera.

ESSENTIAL REQUIREMENTS

- A minimum of a Master level degree (a higher degree is preferred).
- Mature and proactive, with evidence of having worked in close harmony with a CEO preferably in the education or closely related sector.
- Strong record of proven success in international recruitment of professionals in the service sector.
- Experience in managing industrial relations and conflict resolution is an advantage.
- Result-oriented professional who is good at collaboration, communication, and dealing with interpersonal relationships as well as being enthusiastic about education and embracing a multi-cultural working atmosphere.
- Experience in working in a “For-Profit” environment would be an advantage.

- An international vision with excellent leadership and organizational skills.
- Strong analytical skills and experience at converting a strategic vision into a profitable operational model.
- Fluent English language skills (a second language would be a strong advantage).
- Willing and able to travel extensively throughout the MEA region and beyond.

Interested candidates should submit their application
by emailing their CV and cover letter to:
careers@premieraedu.com