



الجمعية الكويتية لرعاية الأطفال في المستشفى
Kuwait Association for the Care of Children in Hospital

Job Description, Roles and Responsibilities, and Competencies

Position Information	
Job Classification	KACCH Administration
Job Title	HR Officer
Reporting To	Deputy Director of KACCH
Assignment Category	Regular, Full-Time Staff
Location	KACCH Office located at Bayt Abdulla Children's Hospice
Probation Period	3 Months
Job Summary	KACCH Human Resource Officer is in charge of providing high quality HR support to KACCH by leading and managing all human resource related responsibilities across the organization. The Human Resource Officer should have extensive knowledge and experience with Kuwait Private Sector Labour Law.

Roles and Responsibilities

KACCH HR Officer works closely with executive management on the daily management, improvement, and growth of the organization through human resources. Specific responsibilities are outlined below:

- Leads the recruitment of future KACCH employees.
- Leads and supports with the onboarding and orientation of new staff members.
- Drafts and finalizes KACCH HR policies and procedures. Reviews the policies and procedures and works towards making sure that all policies are relevant and continually supports with the mission of KACCH.
- Ensures legal compliance with Kuwait Private Sector Labour Laws and ensures professional practices are in line with human resource policies and Kuwait Private Sector Labour laws.
- Ensures that all policies and procedures of KACCH as outlined in the KACCH Employee Handbook is followed and adhered to by KACCH staff.
- Reviews and if necessary, after executive management approval, makes changes (annually) to KACCH Employee Handbook, job descriptions for each position in the organization, organizational chart and compensation scheme for KACCH employees.
- Leads (annually) employee appraisal process.
- Prepares and maintains all KACCH staff HR records (hiring, termination, leaves, transfer of residencies, promotions, etc.).
- Responsible for the preparation and processing of monthly payroll for KACCH employees.
- Provides KACCH Accountant with up to date information on any payments, additions, deductions settlement of employee dues.
- Works in collaboration with KACCH Accountant to determine end of service payment to employees.
- Conducts exit interviews with KACCH employees and ensures all paperwork is completed during the resignation and or termination period.
- Addresses employee's complaints, runs investigations, and administers disciplinary procedures that are in line with KACCH policies.
- Reviews, recommends, and implements (upon approval) training and education programs for KACCH employees.
- Registers KACCH employees for appropriate conferences (domestic and international).

Knowledge, Skills, and Experience

Minimum Education Level Required	Minimum of BA degree is required in HR or related field
Professional Experience	<ul style="list-style-type: none"> • Minimum of 5-7 years of experience in HR • Minimum of 2 years of experience in a managerial role • Extensive knowledge, understanding, and implementation of the Kuwait Private Sector Labour Law as it relates to human resource management. • Experience working in human resources in an organization in Kuwait.
Language Skills	<ul style="list-style-type: none"> • Arabic (Fluent) • English (Excellent)
Computer Skills	<ul style="list-style-type: none"> • Excellent computer skills
Competencies	<p>Must meet:</p> <ul style="list-style-type: none"> • Excellent problem-solving skills • Ability to deliver timely results despite obstacles and limited resources • Strong knowledge and expertise in Kuwait Private Sector Labour Law • Excellent interpersonal and communication skills • Excellent relationship management skills • Discretion with confidential information