**岗位说明书——人力资源部（组织部）主任**

所属部门：人力资源部 汇报机制:分管领导

**岗位职责：**

1. 制定学校人力资源战略、规划、政策制度等，并组织实施人力资源各模块工作，包括师资与员工招聘、人才引进、薪酬福利、税务处理、绩效管理、员工培训发展、劳动关系、外籍人员服务与管理、组织干部工作等；
2. 规划搭建各类高层次人才、教师与行政员工队伍，与相应政府部门、校内各院系与部门合作，构建符合学校需要的多元国际化人才队伍；
3. 主持落实各类薪酬福利与税务政策，谋划教职员工正向激励体系；
4. 关注教职员工服务工作，尤其是外籍教师的管理与服务，并妥善处理涉外紧急事件；
5. 完成上级交办的其他任务。

**必备条件：**

1. 硕士以上（含）学位；
2. 十年以上（含）工作经验，五年以上（含）组织人事工作及团队管理经验，熟悉人力资源各模块以及外事、税务、组织等工作；
3. 具备良好的中英文书写和沟通能力，可使用英文作为工作语言；
4. 具备优秀的领导能力、沟通协调能力，责任心强。

**优先条件：**

1、具备高等教育机构或中外合作高校从事人力资源工作经验，熟悉高校人事、外事、组织工作者优先。

**Job Description - Director in Office of Human Resources (Organization Department)**

Department: Office of Human Resources Report to: Division Leadership

**Responsibilities:**

1. Make the University’s human resources strategy, planning, policies etc., and organize the implementation of various human resources modules, including faculty and staff recruitment, talent introduction, compensation and benefits, taxation, performance management, employee training and development, labor relations, foreign affairs and services, organization personnel cadres work etc.;
2. Plan to build a team of high-level talents and team of faculty and staff, and cooperate with corresponding government institutions, departments and internal departments to build a diverse and international talent team that meets the needs of the University;
3. Host and implement of various compensation and benefits, welfare and tax policies, and plan a positive incentive system for faculty and staff;
4. Complete other tasks assigned by leaderships.

**Required Qualification:**

1. Master’s degree or above;
2. At least 10 years of working experiences with at least 5 years leader experiences in personal and organization work; familiar with all kinds of human resources modules and foreign affairs, taxation, organization department work etc.;
3. Excellence in both English and Chinese oral and written skills, and be able to use English as the daily working language;
4. Demonstrate excellent leadership, communication and coordination ability, strong sense of responsibility.

**Preferred Qualification:**

1. Have experience in human resources in higher education institutions or Chinese-foreign cooperative universities, familiar with university personnel, foreign affairs, and organization personnel cadres work is preferred.