



Human Resources Assistant (6 Months Contract)

Job type Full time, fixed term

Start date Earliest convenience

Apply by 10 March 2026

Salary We offer a competitive remuneration package which includes:

- Private healthcare
- Excellent Employee Provident Fund (EPF) savings contributions

Job Summary

We are seeking a dedicated and skilled HR Assistant who is responsible for providing professional and efficient HR administration service for all staff and managers in the School.

Job Description

At KTJ, we believe with a commitment to professional development, we offer opportunities for growth in a warm and welcoming student-centred environment. Join us and become part of a community that values creativity, embraces new ideas and encourages progressive thinking.

Key Responsibilities

- To support the HR team in the recruitment and managing associated administration and undertaking interviews for entry-level positions;
- To co-ordinate the induction programme for new members of staff;
- To support the HR team in the administration of training, as required;
- To support the HR team in the administration and record keeping associated with succession and talent management for all staff;
- To provide data and research to support the review of pay and benefits, as requested by the HR Manager;
- To provide HR management information reports, such as monthly absence and turnover information;
- To set up and maintain HR records (personnel files and, when available, ISAMS);
- To prepare letters of appointment and manage pre-employment checks for academic and non-academic staff;
- To prepare other letters, including letters of confirmation, retirement notification letters;
- To provide administrative support for performance management, as required;
- To manage the administration associated with all forms of leave.

Personal characteristics and skills

- Strong team member, who actively builds and promotes trust and openness;
- Good communication skills, both verbally and written in English and Bahasa Melayu;
- Good organisational and administrative skills;
- High attention to detail;
- An enthusiastic, self-motivated and flexible approach;
- The ability to take the initiative and willingness to learn;
- Strong customer focus and the ability to work positively with everyone in the school community;
- A genuine interest in young people and their wellbeing;
- Affinity with the School's boarding ethos and with the values of Kolej Tuanku Ja'afar.

Recruitment Handbooks

[KTJ Recruitment Handbooks for Malaysian Staff](#)

[KTJ Recruitment Handbooks for International Staff](#)

About the School

KTJ is a thriving, not-for-profit international, day and boarding school set in the beautiful Malaysian countryside, an hour's drive south of Kuala Lumpur. The School was established in 1991 and caters to more than 1,000 students aged 3 to 19. The Primary School, which opened in 2013, follows the English National Curriculum in English and mathematics, alongside the International Primary Curriculum; while the Secondary School prepares students for IGCSEs and A Levels. KTJ Sixth Form students gain entry into top universities in the UK, US, Malaysia and around the world.

KTJ is a friendly and supportive environment for students and staff alike. More information on the School and conditions for teachers can be found in the attached documents or on the [vacancies page](#) of our website. On our website, you will also find a copy of the job description for a KTJ teacher.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to security vetting.

Make an application

Please submit a cover letter and a completed application form (available [here](#)), including contact details of three referees, one of whom should be your current employer, to the Human Resources Department, via: recruitment@ktj.edu.my.