



TERMS OF REFERENCE

1. Introduction:

Post:	Assistant Human Resources Officer
Post Type:	Temporary
Contract Period:	Initial contract shall be for a period of 6 (six) months, including a probationary period of 3 (three) months. The contract could be extended if required, based on performance.
Department:	Human Resources Department
Division:	Corporate Affairs Division

2. Reporting Relationships:

The Assistant Human Resources Officer (AHRO) will report to the Head of Human Resources (HHR). The AHRO is also expected to work closely with staff from all departments of the Corporate Affairs Division.

3. Overall Responsibilities:

The AHRO will mainly be responsible for carrying out tasks related to the human resource management function of Pension Office. If required, the AHRO will also assist with tasks related to the General Services Department, as assigned by the Head of Human Resources or Director, Corporate Affairs.

4. Specific Responsibilities:

- Assisting in carrying out tasks related to the;
 - recruitment process,
 - onboarding of new employees,
 - processing of monthly payroll,
 - staff training and development,
 - performance management, and
 - managing staff information and records.
- Providing support and assistance to staff on human resource related matters
- Assisting in implementation of policies and procedures related to the human resource management function.
- Assisting with tasks related to the General Services Department if required.
- Any other relevant tasks assigned by the Head of Human Resources or Director, Corporate Affairs.



5. Minimum Qualifications:

Completion of GCE A' Level or equivalent qualification (MNQF level 4).

6. Minimum Work Experience:

None.

(However, preference will be given to candidates with prior work experience.)

7. Desired Skills & Competencies:

- Should be proficient in using computer applications, specifically Microsoft Office or Google Workspace.
- Should have excellent communication skills, and be fluent in written and spoken English and Dhivehi.
- Should be physically and mentally fit, and willing to work long hours.
- Should be willing to learn new things, and be a fast learner.
- Should be able to multitask and work within a very tight schedule.
- Should be able to complete tasks with a high level of attention to details.
- Should demonstrate strong work ethic and organizational skills.
- Should have a good attitude, pleasant personality and excellent interpersonal skills.


