

Advertisement No: MFMC/I/2023/9

ASSISTANT MANAGER ADMIN & HR

Description of Services

1. Scope of work

The main responsibility of Assistant Manager Admin & HR is providing support to the Manager, Administration in strengthening the HR and administrative functions of Maldives Fund Management Corporation (MFMC). The successful candidate filling this position is expected to oversee the functions of HR and administration, assist in formulating and implementing sound HR and administrative policies and ensure that the day-to-day operations of these functions run smoothly.

2. Specific responsibility

- 2.1 Prepare annual plan for executing the functions of Human Resources and Administration
- 2.2 Analyze human resource trends and provide solutions to overcome the operational hurdles that is best fit for the organization
- 2.3 Setting, monitoring, and achieving HR targets
- 2.4 Overseeing the payroll function as to ensure employees are remunerated in accordance with Company polices and applicable government laws and regulations
- 2.5 Managing recruitment, onboarding and exit procedures of staff
- 2.6 Assist in designing company policies and procedures in accordance with applicable governing laws and regulations and ensuring full compliance
- 2.7 Manage employee relations and provide input on proposed changes to organisation structures
- 2.8 Assist and provide support in office and facilities management as part of overseeing the administrative function
- 2.9 Preparing human resource related reports and ensure staff records are maintained in accordance with company policies
- 2.10 Provide support and assistance in staff training and development
- 2.11 Manage other HR related functions including staff evaluation, monitoring and management of staff leaves as per company policies

3. Requirements:

- 3.1 Undergraduate degree in human resources, business administration, or related field.
- 3.2 Work experience of at least 3 years, preferably in management of HR and administration.
- 3.3 Knowledge of Maldives Employment Act and laws governing HR functions of SOEs will be an added advantage

4. Preferred Skills:

- 4.1 Results oriented and proactive, with excellent written and oral communication skills in Dhivehi and English.
- 4.2 Sound understanding of principles underlying human resources and best practices in the field.
- 4.3 Willing to work in a team, be flexible to emerging and changing conditions, and undertake initiative in their broad field of actions.

Remuneration: MVR 20,000 + (negotiable based on qualification and experience)

Interested candidates, please email to HR@mfmc.mv, the following listed documents;

- a) CV
- b) Accredited Certificate Copies and Transcript
- c) O' Level and A' Level Certificates Copies
- d) Reference Letter(s)
- e) ID Copy