

Advertisement No: MFMC/TOR/2023/11

HR EXECUTIVE

1. Scope of work

The main responsibility of the HR Executive is to plan and direct all aspects of Maldives Fund Management Corporation's (MFMC) HR functions under the direction of Head of department.

2. Specific responsibility

- 2.1 Supporting the development and implementation of HR initiatives and systems
- 2.2 Create a suite of document templates e.g., employment contracts, amendments, variation to contract letters, invitation to meeting letters, resignation letters, etc. Ensure they are kept up to date and in line with contractual and statutory requirements
- 2.3 Being actively involved in recruitment by preparing job descriptions, posting ads and managing the employment process
- 2.4 Create and implement effective onboarding and orientation plans
- 2.5 Develop training and development programs
- 2.6 Assist in performance management processes
- 2.7 Support the management of disciplinary and grievance issues
- 2.8 Maintain employee records (attendance, EEO data etc.) according to policy and legal requirements
- 2.9 Review employment and working conditions to ensure legal compliance
- 2.10 Manage and monitoring leave database and ensure full compliance with policies and procedures.
- 2.11 Contribute to development of policies and procedures
- 2.12 Work with management to ensure all information (eg jobs, hours, etc) are up to date
- 2.13 Overseeing the health and safety of all employees
- 2.14 Provide management information reports relating to HR for example absence data, staff lists, payroll costs, etc. Work on requests for information, ensuring timely and accurate responses are provided.
- 2.15 Maintain and update HR database systems.
- 2.16 Maintain a filing system to ensure documents and information are retained and easy to locate
- 2.17 Perform any other tasks assigned by the management

3. Requirements

- 3.1 Degree in Human Resource or related field
- 3.2 Minimum work experience of at least 01 year

4. Preferred Skills:

- 4.1 Strong knowledge and understanding of HR functions (pay & benefits, recruitment, training & development etc.)
- 4.2 Working understanding of labor laws, regulations, disciplinary procedures and other relevant HR policies
- 4.3 Proficient in Microsoft 360 Office and human resource management software
- 4.11 A professional with an ability to exercise sound judgment, detail oriented and well organized with attention to detail
- 4.12 Excellent communication and interpersonal skills – including fluency in English and Dhivehi
- 4.13 Ability to keep sensitive confidential information, strong ethics and reliability

Remuneration: MVR 17,301 – 22,124

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