

Registration Number: C01192020

Ref. Number: MSS-JV/2023/015

Date: 14<sup>th</sup> May 2023

**JOB OPPORTUNITY**

Position Name	Admin and HR Manager
No. of Position	1
Worksite / Department	STO Trade Center / 2 <sup>nd</sup> Floor
Salary	<ul style="list-style-type: none"> <li>• Net Salary Range: Negotiable</li> <li>• Health insurance will be provided after probation</li> </ul>
Job Responsibilities	<ul style="list-style-type: none"> <li>• The main responsibility of Admin &amp; HR Manager is strengthening the HR and administrative functions of Maldives State Shipping Company (MSS). 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.</li> <li>• Prepare annual plan for executing the functions of Human Resources and Administration</li> <li>• Analyze human resource trends and provide solutions to overcome the operational hurdles that is best fit for the organization.</li> <li>• Setting, monitoring, and achieving HR targets</li> <li>• Overseeing the payroll function to ensure employees are remunerated in accordance with Company policies and applicable government laws and regulations.</li> <li>• Managing recruitment, onboarding and exit procedures of staff.</li> <li>• Assist in designing company policies and procedures in accordance with applicable governing laws and regulations and ensuring full compliance.</li> <li>• Manage employee relations and provide input on proposed changes to organization structures.</li> <li>• Assist and provide support in office and facilities management as part of overseeing the administrative function.</li> <li>• Preparing human resource related reports and ensuring staff records are maintained in accordance with company policies.</li> <li>• Provide support and assistance in staff training and development.</li> </ul>

	<ul style="list-style-type: none"> <li>• Manage other HR related functions including staff evaluation, monitoring and management of staff leaves as per company policies.</li> <li>• Manage the company utilities and necessary permits &amp; licenses.</li> <li>• Following up on pending day-to-day tasks and ensuring all documents are filed systematically both in physical and electronic means.</li> <li>• Ensuring the confidentiality and security of files and filing systems.</li> <li>• Ensure being on call beyond working hours to troubleshoot any urgent matter in the office.</li> </ul>
Required Qualifications	<ul style="list-style-type: none"> <li>• Bachelor's Degree in Human Resources, Business Administration, or related field.</li> <li>• Work experience of at least 5 years, in management of HR and administration.</li> <li>• Knowledge of Maldives Employment Act and laws governing HR functions of SOEs.</li> </ul>
Deadline	24 <sup>th</sup> May 2023/ 1400hrs
How to Apply	<p>Interested candidates may send the following documents to our email <a href="mailto:info@stateshipping.mv">info@stateshipping.mv</a></p> <ol style="list-style-type: none"> <li>1. Cover letter</li> <li>2. Copy of ID card</li> <li>3. Copies of academic certificates</li> <li>4. CV</li> <li>5. Copies of reference letter by previous employers</li> </ol> <p>For further clarifications you may contact us on +960 3029200.</p>