

TERMS OF REFERENCE

Post: Officer, HR

Reporting Relationship: Manager, Administrations

Gross Salary: MVR 10,834.00

Employment Type: Ordinary (first year on contract)

RESPONSIBILITIES AND DELIVERABLES:

- Assist in preparing HR procedures, SOPs, guidelines, reports, and other documentation.
- To update the recruitment summary sheet and assist in shortlisting process by ensuring timely organized comprehensive procedure is carried out.
- Carry out works related to foreign employee's management.
- Keeping track of HR records in the relevant folders and files.
- Assist in effectively managing employee contracts and conducting probationary and contract evaluations.
- Provide support to carry out training needs assessments and coordinate staff training and development programs according to the annual training requirements.
- Assist in preparing annual HR budget and project HR budgets.
- Assist in preparing monthly payroll reports.
- Update daily attendance records and prepare reports as required including monthly and quarterly employee attendance trend.
- Process leaves requests and update leave register on daily basis.
- Assist in promoting a healthy work environment and carry out programs to boost employee morale also provide support to resolve conflicts and challenges addressed by staffs.
- Carry out correspondence of the department.
- Completing other tasks related to the work of the department assigned by the Supervisor and taking initiate participating in events or activities conducted by the corporation.

EMPLOYEE SPECIFICATION (QUALIFICATIONS AND EXPERIENCE)

- MQA level 7 or 8 qualification in Human Resource Management or Business Administrations
- MQA level 5 or 6 qualification in Human Resource Management or Business Administration with minimum 01 year of relevant experience.

**SKILLS AND COMPETENCIES:**

- Should be familiar with Microsoft office package (MS Excel, MS Word, MS PowerPoint, Microsoft Teams)
- Must be able to work independently, be reliable and organized.
- Should be able to prioritize based on the importance and urgency of the tasks and manage one's own time effectively.
- Ability to show flexibility in response to the change and come up with solutions.
- Analytical capability in identifying and resolving employee issues.
- Familiar with employee act and updated with the latest amendments.
- Discretion and need for confidentiality.