

## Job Opportunity

<b>Post</b>	Employee Relations Officer	<b>Reference</b>	Tradenet-HR/J/2023/42
<b>Location</b>	Male'		
<b>No of positions</b>	1		
<b>Term of Employment</b>	The duration of the assignment is 1 (one) year from the commencement of work. Contract can be extended after performance analysis at the end of the term.		
<b>Remuneration</b>	Based on qualifications and experience		
<b>Qualification &amp; Experience</b>	<ul style="list-style-type: none"> <li>Associate Degree / Diploma in a business-related field</li> <li>At least one years' experience working in a related field</li> </ul>		
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>Recruitment and staff onboarding process</li> <li>Assist in employee grievance and related issues pragmatically.</li> <li>Evaluate the need for employee training and development and make recommendations.</li> <li>Coordination and implementation of annual performance reviews.</li> <li>Coordinate employee welfare and recreation.</li> <li>Coordinate employee attendance and leave management.</li> <li>Organizing and updating employee files.</li> <li>Liaising between employees and HR Manager</li> <li>Provide administrative assistance to Human Resources and Administration Manager.</li> </ul>		
<b>Desired Skills</b>	<ul style="list-style-type: none"> <li>Must be familiar with specific laws and regulations governing Employment regulations.</li> <li>Ability to work with the Manager to assess complex issues pragmatically.</li> <li>Excellent written and verbal language skills in Dhivehi and English.</li> <li>Strong and Proficient in Computer Skills.</li> <li>Excellent interpersonal and organizational skills with strong attention to details.</li> <li>Prioritize strict confidentiality and demonstrate utmost professional conduct at all times.</li> <li>Ability to function independently in a multi-task environment, as well as be a team player.</li> <li>Good problem-solving ability.</li> </ul>		

Interested applicants are requested to email us your applications with the following documents before 1600 hrs on 19<sup>th</sup> September 2023 to [careers@tradenet.com.mv](mailto:careers@tradenet.com.mv)

- Completed Job Application Form (attached)
- Passport Size Photo (Digital Copy)
- Scan of National ID card
- CV
- Scans of educational certificates
- Employment reference letters
- Police Report

Kindly note that only shortlisted candidates will be contacted for an interview.