
TERMS OF REFERENCE (TOR)

Post:	Human Resource Assistant
No of Vacancies:	01
Post Type:	Full time
Department:	Operations Department
Reporting to:	Manager – Operations

Key tasks, responsibilities, and deliverables:

- Assist with the recruitment process by identifying candidates, reviewing job applications, scheduling interviews, performing reference checks, and issuing employment contracts.
- Perform works required to onboard employees including, undertaking criminal records, issuing job offer letters, issuing employment contracts, etc.
- Preparing new employee files Maintain personal files and all records of employees.
- Planning and designing new employees' orientations.
- Tracking employee probation and following up on timely assessments.
- Preparing employment confirmation letter upon successful completion of probation period.
- Enroll new employees in health insurance policy.
- Processing monthly payrolls and required other salary settlements.
- Conduct exits interviews and documentation works required for employee clearance.
- Updating and maintaining employee records in the HR system.
- Maintaining records related to grievances, performance reviews, and disciplinary actions.
- Performing file audits to ensure that all required employee documentation is collected and maintained.
- Performing all works related to local and international travel including processing requests for visas, addressing diplomatic papers and procedures, flight tickets, booking of hotels, processing of expenses claims, etc.
- Ensure trip reports are submitted within the prescribed time frame.
- Maintain a registry of all local and international trips.
- Maintain and update the employee registry.
- Assist with performance evaluation procedures.
- Assist in conducting training needs analysis.
- Assist in arranging training and seminars.
- Assist in drafting letters, memos, SOPs, policies and procedures.
- Schedule meetings, HR events and maintain agendas.

- Responding to all internal and external HR-related inquiries or requests.
- Assists with planning and execution of special events such as recreational activities, and team-building activities.

Requirements and Qualifications:

- GCE 'O' Level three 'C' pass and SSC Dhivehi pass with 3 years relevant experience
- Or,
- Certificate Level 3 in relevant field.
- Or
- MQA level 5 qualification in a related field (HR/Business Administration/Management) with 1 year of work experience in a related field.

Other Competencies required:

- Excellent written and verbal communication skills in both Dhivehi and English.
- Proficiency in using Microsoft Office applications.
- Strong analytical, problem-solving, and decision-making skills with the ability to adapt to change.
- Demonstrated job commitment and personal flexibility to meet changing expectations.
- Commitment to self-development and expansion of knowledge.
- Importance will be given to those candidates with similar experience.

Remuneration package:

- Gross pay is between MVR 12,500 – MVR 13,500 depending on the Qualification and Experience.

Other Benefits:

- Health Insurance as per company policy
- Training and development opportunities

Working Hours:

- The selected applicant will be required to work from 0800 to 1600 on weekdays.

Documents required with the job application:

- Complete and up-to-date Curriculum Vitae (CV).
- Copy of valid National Identity Card.
- Copies of academic certificates with transcripts. **(International certificates must be accredited by MQA)**
- Reference letters from current/ previous employers certifying type of employment, job roles, and service period.

- Recommendation letters from previous supervisors or employers (optional).

How to Apply:

- Required documents should be submitted using the link:
<https://sdfcmv.aidaform.com/job-application-form-hr-assistant3> before **31st December 2023, 14:00hours**.

Important notes to applicants:

- Incomplete applications will be rejected without further notice.
- Applications should be submitted only via the given link, applications received via email will be rejected.
- Only short-listed candidates will be notified for an interview.

For inquiries, please contact us on weekdays between 9:00 am to 14:00 pm via phone at 3026016 / 3026018 or email to careers@sdfc.mv