



## **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 the shortlisting process by ensuring a 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 trends.
- 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.