

## TERMS OF REFERENCE (TOR)

<b>Post:</b>	Human Resource Assistant
<b>No of Vacancies:</b>	01
<b>Post Type:</b>	Full time
<b>Department:</b>	Operations Department
<b>Reporting to:</b>	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 exit 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.

**Other Competencies required:**

- Excellent written and verbal communication skills in both Dhivehi and English.
- Familiar with Microsoft Office applications.
- 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.

**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-assistant1> before **29<sup>th</sup> January 2024, 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](mailto:careers@sdfc.mv)