

## Terms of Reference

### 1. Introduction

**Post:** Officer, Human Resources

**Type:** Permanent

**Department:** Human Resources

### 2. Remuneration

- Basic Salary: MVR 5150 (Five Thousand One Hundred and Fifty)
- Service Allowance: 45% of basic salary
- Attendance Allowance: 35% of basic salary
- Overtime Allowance: 20% of basic salary

### 3. Position Overview

The Human Resources Officer will be responsible for providing support in various HR functions, including recruitment, employee relations, performance management, and compliance. The individual in this role will work closely with the managers to ensure the effective and efficient delivery of HR services within the organization.

### 4. Reporting Relationship and Communication

The Officer, Human Resources will report directly to the Deputy Manager, providing regular updates on ongoing activities, challenges, and achievements.

### 5. Key Responsibilities

Under the directions and guidance of the Deputy Manager, the officer, Human Resources will lead the HR activities in undertaking the following responsibilities.

#### **Recruitment and Staffing:**

- Assist in the recruitment process, including job posting, resume screening, and conducting interviews.
- Coordinate and schedule interviews.
- Participate in the selection process and ensure a smooth onboarding experience for new hires.
- Prepare required documentation for new recruitments.
- Update records.

**Employee Relations:**

- Address employee queries and concerns promptly and professionally.
- Assist in resolving workplace conflicts and issues.
- Maintain a positive and inclusive work environment.

**Performance Management:**

- Support the performance management process, including goal setting, performance evaluations (probation and yearly), and feedback.
- Work with managers to identify training and development needs for employees.

**HR Administration:**

- Maintain accurate and up-to-date employee records.
- Assist in the development and implementation of HR policies and procedures.
- Prepare HR-related reports as needed.

**Employee remuneration:**

- Administer employee salaries and address benefit-related inquiries.

**Compliance:**

- Ensure compliance with company Human Resources policy, labour laws and regulations.
- Stay informed about changes in employment laws.

**Training and Development:**

- Coordinate training programs for employees.
- Identify and recommend relevant training opportunities for staff development.

**6. Education and Experience**

- Ability to perform the tasks required of the position and completed GCE O'Level with passes in 05 subjects.
- Proven ability to perform the tasks required of the position and MNQF Level 4 Certificate in related field.
- Completed GS1 ranking training and development program from a related field.
- Proven ability to perform the tasks required of the position and 3 years' experience in a SS5 rank position.
- Proven ability to perform the tasks required of the position and currently employed at a GS1 rank post or above in a related field.
- Ability to work long hours and in good health.

## 7. Skills and Competencies

- Familiarity with HR processes.
  - Excellent communication, interpersonal and conflict resolution skills.
  - Excellent organizational skills and attention to detail.
  - Strong analytical and problem-solving skills.
  - Skill in fostering collaboration among diverse teams.
  - Proficient with Microsoft Office package.
  - Fluency in written and spoken Dhivehi and English language is essential.
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