

**Post:** Senior Officer, Human Resources

**Reporting Relationship:** Director, Human Resources

**Gross Salary:** MVR 18,460.00

### **RESPONSIBILITIES AND DELIVERABLES**

1. Formulate and implement HR strategy in line with organization goals and objectives.
2. Prepare annual budget and project HR budgets.
3. Prepare HR policies, procedures, SOPs, guidelines, reports, and other documentation.
4. Conduct needs assessment as required and prepare annual recruitment plan in accordance with the needs assessment and budget allocation.
5. Carryout the recruitment process, including announcement, shortlisting, interview, and selection in line with the recruitment plan and policies and SOPs in place.
6. Oversee and carryout foreign recruitment, including but not limited to processing quota and work permit related documents and coordinating with the relevant parties.
7. Promote a healthy work environment and carry out programs to boost employee morale.
8. Conduct effective staff induction programs in a periodic timeline.
9. Implement performance appraisal policy, including carrying out evaluations and preparation of performance improvement plans when required.
10. Carryout payroll works including but not limited to consolidating attendance with payroll & allowances. Payroll and benefit reports and coordinating with Finance & Accounting department to ensure that the payroll is processed in a timely manner.
11. Process staff leave requests and ensure that timely attendance reports are prepared and forwarded to relevant personnel or department.
12. Manage staff contract.
13. Ensure that employee records (hard and soft copies) are updated and maintained.
14. Ensure that administrative task of the department including documentation, updating, and filing paperwork of the department are carried out in a timely manner.
15. Carry other task related to the work of the department.

### **EMPLOYEE SPECIFICATION**

- MQA level 7 or above qualification in Human Resource/ Business Administration/ Business Management field with minimum 1 year of overall experience in relevant field.

### **OTHER COMPETENCIES**

- Experience with office management software such as MS Office (MS Excel, MS Word, MS PowerPoint).
- Must be able to work independently, be reliable and organized.
- Added advantage for experience on ERP software.
- Should be familiarized with employment act.
- Experience on handling expatriate relevant HR works.