

HDC (161)-HR/IU/2019/124

18th September 2019

**Human Resource Officer**

**HRM**

**MINIMUM QUALIFICATION & REQUIREMENT**

1. Degree or Diploma in Human Resource Management
2. Relevant experience in the field will be an added advantage

**OVERALL SCOPE**

Providing a comprehensive support to human resource development initiatives and programs in order to develop and implement best practice human resource strategies to achieve departmental objectives.

**SCOPE OF WORK**

* Drafting, reviewing, implementing and assessing impact and viability of best practice human resources policies and strategies supporting company’s strategic goals and objectives under the guidance of Section Head.
* Assist in analyzing work structures, patterns and functional mandates and assist in carrying out reviews and propose organizational structural changes and functional mandates in order to achieve efficiency and streamline operations.
* Conduct Job Analysis exercises and provide required input to the related areas to strengthen our understanding of the human resource requirements and recruitment process.
* Prepare period reviews of compliance reports with regard to the effectiveness of human resource practices, policies and prepare recommendations / changes to be implemented.
* Analyze and identify requirements for health and safety equipment, gear and workplace changes to ensure safety, and work with relevant departments to provide them on a regular basis.
* Any other related works as directed by HOD or immediate supervisor

**JOB SKILLS AND SPECIFICATIONS**

* Demonstrated proficiency in policy development, documentation, and implementation
* Comprehensive and sound knowledge of employment laws in the country and its application in the workplace.
* Knowledge and application of best practices in HRM
* Knowledge of HR functions and processes
* Should be an effectual communicator verbally as well as through writing skills

**SALARY PACKAGE:**

Gross Salary between 12,500.00 to 14,375.00 based on qualification and experience.

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**Application Address**

Housing Development Corporation Ltd.

HDC Building

Ground Floor

Phone: +960 3353535

Fax: +960 3358892

Email: [hr@hdc.com.mv](mailto:hr@hdc.com.mv)

Website: [www.hdc.com.mv](http://www.hdc.com.mv)

**Application Process:**

Download ([www.hdc.com.mv](http://www.hdc.com.mv/downloads/corporate.php) ) or pick up an Application Form from our office and submit completed application form with your CV, copies of accredited certificates, Job reference letters, **Police Report** (required to submit if shortlisted for interview) and ID card or Driver’s License copy

**Application Deadline: Date: 25th September 2019 (Wednesday) Time: 14:00hrs**

**JOB VACANCY**