



# We're **HIRING**

**Officer, HR  
Employee Relations**

No. of vacancy: 01

## **Qualifications:**

- Degree or Diploma in Human Resource Management or in a related field.
- Experience in the field will be an added advantage.

## **Job Requirements:**

- Computer Literacy in MS word and Excel.

## **Responsibilities:**

- Assist in producing the staff newsletter
- Assist in implementing appropriate organizational climate survey(s), and help establish consequent interventions and strategies in mitigating the results of the surveys.
- Assist in organizing staff engagement activities
- Assist to manage all employee disciplinary issues as per Disciplinary policy and generally help to resolve conflict in the workplace.
- Maintain good communication and positive relationships with employees to promote employee satisfaction.

**DEADLINE: 25<sup>th</sup> September 2019 - 1500HRS**

***Interested Candidates, please send in your Job Application Form to  
Corporate Office, Maldives Airports Company Ld.***

**Maldives Airports Company Limited**  
Corporate Office  
Velana International Airport  
Hulhule' 22000,  
Republic of Maldives

**Note:** ONLY Short listed candidates will be notified.  
For further information please do not be hesitated to contact us

**Email:** [recruitment@macl.aero](mailto:recruitment@macl.aero) **Contact:** 3325511

Job application form will be available at [www.macl.aero](http://www.macl.aero)

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