



We're **HIRING**

Assistant Officer, HR /Temporary Resource planning Expatriate Management

No.of Vacancy: 03

Qualifications:

- Minimum 3 “C” passes or above in GCE O’ Level including English and (SSC in Dhivehi).
- Proficient in computer usage and MS Office applications.
- Proficient in verbal and written communication (both English and Dhivehi).

Responsibilities:

- Recruiting staff (This include developing job description and person specification, preparing job advertisement, shortlisting interview and selecting candidate)
- Onboard new employees in order to become fully integrated.
- Maintain the candidate and employee information by entering and updating employment records in Oracle system.
- Arrange employment visa, work permit, residence permit visa foreign/expatriate employees.

DEADLINE: 1500HRS, 15th October 2019

Interested Candidates, Please complete the online Job Application Form and upload CV and all relevant documents along with Police Report (3 months valid)

<https://form.jotform.me/92752759864475>

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

Online Application ONLY: <https://www.macl.aero/corporate/about/jobs>

Contact: 3325511

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