



Ref: 116-K/IL/2019/126

# We're **HIRING**

**Manager, Policy**  
HR Department/ Rewards & Policy

**No. of vacancies: 1**

**Qualification & Competencies:**

- *Master's Degree in HRM/ MBA with 5 years' of HR experience in developing policies and procedures.*
- *Strong people skills*
- *Excellent drafting skills of policies and procedures.*
- *Excellent communication skills, verbal and written (Dhivehi & English)*

**Key Responsibilities:**

- *Develop, review, update and implement HR policies, Procedures, Guidelines, and related instructions,*
- *Conduct policy briefing sessions and provide staff with regular trainings on the HR policies, Procedures and related amendments,*
- *Assist to draft board papers, circulars, memos and other official documents required for HR Department.*

**Benefits:**

- *Competitive Salary*
- *Free Transportation*
- *Health Insurance as per Company Policy*

**DEADLINE: 1500HRS, 25<sup>th</sup> November 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://www.macl.aero/corporate/about/jobs>**

**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**

