



# We're **HIRING**

## Executive Employee Relations

No. of vacancies: 1

### Qualification & Competencies:

- Bachelors' Degree (preferably in HR) with 2 years of experience in related field OR Diploma in HR or related field with 5 years' experience in the related field.
- Familiarity with the Employment Act of Maldives will be an added advantage.
- 2-3 years at a Management or Senior administration level with emphasis on employee relations.

### Key Responsibilities:

- Receiving and effectively handling employee complaints, escalating these complaints to the level of disciplinary or legal action when necessary.
- Assist to manage all employee disciplinary issues as per Disciplinary policy and generally help to resolve conflict in the work place.
- Assist to complete accurate and timely investigation of disciplinary issues according to the Disciplinary Policy.
- Prepare case files on disciplinary issues documentation by liaising with Section/ Department Heads and Disciplinary Committee.
- Managing of employee absence and preparation of monthly reports.

### Benefits:

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

**DEADLINE: 1500HRS, 18<sup>th</sup> December 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

