

Job Description
Assistant Manager, Human Resources and Administration
Business Center Corporation

The Business Center Corporation (BCC) is a state-owned enterprise established by the Government of Maldives. It is the legal vehicle mandated for the operations and management of the Regional Business Centers (BC), established as per the SME Act (2013) and would be steering the governments' SME support efforts and provide support in the development of the SME sector.

KEY TASKS AND RESPONSIBILITIES

The Assistant Manager, Human Resources, under the guidance of Chief Operating Officer, will carry out the following key tasks:

- Manage the recruitment process including advertising open positions, reviewing resumes, coordinating and conducting interviews, conducting reference and background checks.
- Check monthly attendance sheets to ensure leaves are recorded as approved by the respective supervisor.
- Ensure monthly attendance sheets of all staff are received on a timely manner to process payment.
- Process monthly payroll and ensure employee leaves are tracked in the system.
- Attend to payroll queries.
- Administer compensation, benefits and performance management systems and safety and recreation programs.
- Analyze and modify compensation and benefit policies to establish competitive programs and ensure compliance with legal requirements.
- Plan and conduct new employee orientation to foster positive attitude toward organizational objectives.
- Be responsible for day to day correspondence / information sharing.
- Manage incoming and outgoing correspondence.
- Create information sharing and archiving platform for all documents of BCC.
- Organize meetings and act as the secretary to meeting and prepare minutes.
- Assist staff in arranging logistics to various locations.
- Manage employment termination and promotion paperwork.
- Design and maintain proper filing and administrative system for the HR related documents
- Maintain up-to-date personnel information and files.
- Prepare annual leave plan of BCC.
- Perform other duties that fall within the competency and responsibility of the position or assigned by supervisor

REQUIREMENTS

- A Bachelor's Degree (MQA level 7) in Human Resources, business management or administration.
- Preference will be given to candidates with experience in human resource area and HR management software

KEY COMPETENCIES

- Should be a proficient user of the MS Office package, specially MS Word and Excel
- Should have excellent communication skills in order to be able to deal effectively with personnel from the public and private sectors in person and over the phone.
- Should be able to multi-task and handle tasks simultaneously.
- Should be highly organized and be able to work positively and constructively within high pressure environments.
- Ability to write and communicate clearly, and analytically. Excellent spoken and written English and Dhivehi.
- Excellent computer skills and new interactive media user skills: social media platforms, word processing, spreadsheets, databases and web-based research.

REMUNERATION PACKAGE

- Negotiable

WORKING HOURS

- 8:00am - 4:00pm weekdays with 1-hour lunch break. The successful candidate shall be available to work in the BCC premises during official working hours.