

Advertisement No: MFMC/TOR/2026/01

ADMIN & HR EXECUTIVE

1. Scope of work

The main responsibility of the Admin & HR Executive is to plan, coordinate and support all aspects of Maldives Fund Management Corporation's (MFMC) Human Resource and Administrative functions under the direction of the Head of Department. The role is responsible for ensuring efficient HR operations, maintaining compliance with applicable laws and policies, supporting administrative functions, and providing effective employee services while contributing to the overall organizational objectives.

2. Specific responsibility

- 2.1 Support the development, implementation and continuous improvement of HR initiatives, policies and systems.
- 2.2 Prepare, update and maintain HR documentation including employment contracts, contract amendments, variation letters, confirmation letters, resignation letters, invitation letters and other employment-related documents.
- 2.3 Ensure all HR documentation complies with the Employment Act, MFMC policies and other applicable legal requirements.
- 2.4 Coordinate recruitment activities including preparing job descriptions, advertising vacancies, shortlisting applications, arranging interviews and supporting the selection process.
- 2.5 Coordinate employee onboarding, orientation and induction programs for newly recruited staff.
- 2.6 Assist in planning and coordinating employee learning and development programs.
- 2.7 Support the implementation of the performance management process, including preparation of appraisal documentation and monitoring completion.
- 2.8 Assist in handling employee disciplinary and grievance matters while maintaining confidentiality.
- 2.9 Administer employee attendance, leave records and working hours, ensuring compliance with internal policies and legal requirements.
- 2.10 Review employment conditions and HR practices to ensure compliance with applicable labor laws and regulations. Evaluates the competence of vendors and review their invoices for accuracy.
- 2.11 Manage employees leave records and maintain accurate leave balances within the HR system.
- 2.12 Contribute to the development, review and implementation of HR policies, procedures and standard operating procedures.
- 2.13 Keep management informed of changes to employment legislation and HR best practices.
- 2.14 Maintain accurate and up-to-date employee records, personnel files and HR databases.
- 2.15 Prepare HR reports including attendance reports, leave reports, payroll information, staff statistics and other management reports as required.

- 2.16 Maintain an efficient document management and filing system by receiving, registering, scanning, filing, archiving and routing incoming and outgoing documents, ensuring records are accurate, secure and easily accessible.
- 2.17 Manage office administrative operations including monitoring stationery and office supplies, maintaining inventory records, coordinating procurement requests for administrative supplies and ensuring the smooth day-to-day functioning of the office.
- 2.18 Provide administrative support by coordinating meetings, workshops, training programs, corporate events, travel arrangements, accommodation bookings and other logistical requirements as assigned.
- 2.19 Receive visitors, clients and service providers professionally, respond to administrative enquiries and coordinate with relevant departments to ensure timely support and communication.
- 2.20 Perform general administrative duties and any other responsibilities assigned by the Head of Department or Management to support the effective operation of the Corporation.

3. Requirements

- Graduate Degree or equivalent qualification with 1-3 years Experience.
- Experience working in a State-Owned Enterprise (SOE), Government Institution or corporate environment will be an added advantage.
- Good knowledge of the Maldives Employment Act and HR best practices.
- Proficiency in Microsoft Office applications, particularly Word, Excel and PowerPoint.

4. Preferred Skills:

- Excellent communication and interpersonal skills.
- Strong organizational and time management skills.
- Ability to maintain confidentiality and handle sensitive information with professionalism.
- Strong attention to detail and accuracy.
- Ability to prioritize multiple tasks and meet deadlines.
- Good analytical and problem-solving skills.
- Ability to work independently and as part of a team.
- Good report writing and documentation skills.
- Strong customer service orientation.
- High level of integrity, ethics and reliability.
- Willingness to learn and continuously improve. Strong communication, interpersonal skills and excellent written and verbal communication.

Remuneration without deduction pension: MVR 20,327.00

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Interested candidates, please email to HR@mfmc.mv, the following listed documents.

- a) CV
- b) Accredited Certificate Copies and Transcript
- c) O' Level and A' Level Certificates Copies
- d) Reference Letter(s)
- e) ID Copy