

IUL:E2/IL/2026/25

Senior Human Resource Executive (X 1)

Requirement / Qualifications:

- Bachelor's degree in human resource management, Business Administration, Management, or a related field.
 - Minimum of **2 years** in a related field.
- OR
- Diploma in Human Resource Management, Business Administration, Management, or a related field
 - Minimum 4 years' experience in a related field.

Employment Type: Contract (1 year)

Key responsibilities:

- Coordinate recruitment, onboarding, and workforce planning activities.
- Assist in managing employee relations, disciplinary matters, and grievance handling.
- Coordinate performance management and employee development initiatives.
- oversee training programs and maintain employee training records.
- Maintain accurate HR records and ensure compliance with employment laws, company policies, and HR procedures.
- Assist with compensation, benefits administration, and payroll-related processes.
- Support HR projects, process improvements, and organizational development initiatives.
- Supervise and provide guidance to HR Officers ensuring efficient day to day HR operations.
- Prepare HR reports and provide administrative support to the Human Resources Manager.
- Perform other related duties as assigned.

Skills and Attributes:

- Leadership and supervisory skills.
- Excellent communication and interpersonal skills.
- Problem-solving and conflict resolution.
- Analytical and decision-making skills.
- Report writing and documentation.
- Planning and organizational skills.
- Time management.

Benefits

- Basic Salary: MVR 10,700/-
- Service Allowance: MVR 3,450/-
- Additional Benefits will be paid as per company policy.

To be attached with the Curriculum Vitae:

Addu International Airport Pvt. Ltd.'s Job Application Form. (The form can be downloaded from our website)

Photocopy of the applicant's National Identity Card.

Passport size photo of the applicant.

Educational certificate photocopies.

Reference letter

Police report (not less than 4 months from the date of issuance)

Deadline: 15th September 2026

Interested candidates may submit their applications online through the following link

<https://jobs.ganairport.com/>