

JOB VACANCY

HDC (161)-HR/IU/2020/44
20th February 2020

**Human Resource Officer
HRM****MINIMUM QUALIFICATION & REQUIREMENT**

1. Degree or MNQF Level 7 Qualification in Human Resource Management with minimum 2 years' experience in human resource field.
2. Advanced Diploma or MNQF 6 Qualification in Human Resource Management with minimum 4 years' experience in human resource field.

OVERALL SCOPE

Identifying organizational needs and recommending appropriate plans and programs to ensure all employees have the skills, knowledge and experience to perform their roles to the highest standard and meet the future needs.

SCOPE OF WORK

- Evaluating Organizational Development strategies/processes and assessing organizational development needs of operating, business and functional units.
- Analyze work setting, mandates, scope of work of departments and identify & propose gray areas, reviews of structures and mandates to enhance operational excellence and efficiency of the organization.
- Assist in designing and delivering organizational developmental strategies and change management strategies.
- Researching approaches and methodologies for effective utilization of human resources within the organization through the best practice human resource activities such as Job Analysis, Succession Planning, etc.
- Contributing, researching and analyzing the development of HR strategies in order to align and integrate business and strategic goals.
- Planning, developing and providing training and staff development programs, using appropriate and necessary methods.
- Planning and carrying-out apprenticeship programs and community skill development programs.

JOB SKILLS AND SPECIFICATIONS

- Knowledge of Organizational Development and HR functions and processes
- Knowledge and application of best practices in HRM
- Discretion and need for Confidentiality
- Strong interpersonal skills
- Should be an effectual communicator verbally as well as through writing skills

SALARY PACKAGE:

Gross Salary between 16,250.00 to 18,125.00 based on qualification and experience.

Application Address

Housing Development Corporation Ltd.
HDC Building
Ground Floor
Phone: +960 3353535
Fax: +960 3358892
Email: hr@hdc.com.mv
Website: www.hdc.com.mv

Application Process:

Download (www.hdc.com.mv) or pick up an Application Form from our office and submit completed application form with your CV, copies of accredited certificates, Job reference letters, **Police Report** (required to submit if shortlisted for interview) and ID card or Driver's License copy

Application Deadline:**Date: 27th February 2020 (Thursday)****Time: 14:30hrs**