



**TradeNet Maldives Corporation Limited**  
**C10472019**

**TradeNet Maldives Corporation Limited**

H. Palmeyra, 3<sup>rd</sup> Floor  
 Sosun Magu, Male' 20069  
 Republic of Maldives  
 TEL: 333 5 777

## Job Opportunity

<b>Post</b>	<b>Manager Human Resources &amp; Administration (Manager HR &amp; Admin)</b>		
<b>Reference</b>	<b>IUL/TMCL-HR/2020/11</b>	<b>No of positions</b>	01
<b>Remuneration</b>	MVR 18,500 – 22,500		
<b>Overview</b>	<p>The Manager Human Resources and Administration (Manager HR &amp; Admin) will organize, and coordinate all staff related functions, office administration and procurement related procedures, ensure organizational effectiveness, efficiency, and safety at all times. The Manager HR &amp; Admin is responsible for developing intra-office communication protocols, streamlining administrative procedures, staff supervision and task delegation.</p> <p>We seek an energetic professional with significant experience in handling a wide range of administrative and executive support related tasks and being able to work independently with little or no supervision under administrative challenges.</p>		
<b>Job brief</b>	<p>The Manager HR &amp; Admin will play a key role to lead, direct and manage the day-to-day Human Resources and Administrative activities of TradeNet Maldives Corporation Limited (TMCL). The Manager HR &amp; Admin will provide oversight and guidance to the development and monitoring of processes related to recruitment and retention, training and development; as well as oversee all the administrative and procurement related functions of the Company.</p>		
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• <b>Recruitment and Retention:</b> Develop and oversee recruitment process.</li> <li>• <b>Compliance and Record Keeping:</b> Manage timesheets of all staff, ensuring timely submission, approval, accuracy, and filing.</li> <li>• <b>Payroll and Budget:</b> Coordinate with Finance Department in the preparation of monthly Payroll and advise Management on appropriate staffing levels and assist in budget preparation.</li> <li>• <b>Administration:</b> Ensure smooth running of all administrative functions of the Company.</li> <li>• <b>Procurement:</b> Knowledge of sourcing and procurement techniques as well as dexterity in reading the market conditions to source cost-effective deals from suppliers.</li> <li>• <b>Training and Development and Performance Management:</b> Evaluate the need for employee training and development and make recommendations. Oversee the coordination and implementation of annual performance reviews.</li> <li>• <b>Employee Relations:</b> Work with senior management to resolve employee related issues pragmatically.</li> </ul>		

<b>Required Educational Qualification</b>	Minimum Undergraduate Degree in Human Resources, Administrative Management, Organization Development, or related discipline.
<b>Relevant Work Experience</b>	At least two years' experience working in HR & Admin area at a managerial level.
<b>Other Competencies /Abilities / Skills Required</b>	<ul style="list-style-type: none"> <li>● Must be familiar with specific laws and regulations governing Human Resources.</li> <li>● Ability to work with the Management Team to assess complex issues pragmatically.</li> <li>● Excellent written and verbal language skills in Dhivehi and English.</li> <li>● Ability to interact with and lead employees at various levels.</li> <li>● Strong and Proficient in Computer Skills.</li> <li>● Excellent interpersonal and organizational skills with strong attention to details.</li> <li>● Ability to implement and train on organizational HR and Admin procedures.</li> <li>● Diplomatic, calm, and deliberate when handling sensitive issues. A problem solver.</li> <li>● Prioritize strict confidentiality and demonstrate utmost professional conduct at all times.</li> <li>● Ability to function independently in a multi-task environment, as well as be a team player.</li> <li>● Ability to display Leadership.</li> <li>● Ability to display corporate thinking and respect the corporate culture.</li> <li>● Ability to show flexibility in response to change and accommodate new methods and procedures.</li> </ul>

Interested applicants please send us your applications with the filled [Job Application Form](#) attached in the announcement, along with a complete CV, copies of educational certificates and copy of NID card before 1600hrs on 28<sup>th</sup> October 2020 to: [careers@tradenet.com.mv](mailto:careers@tradenet.com.mv)

**Please make sure to mention the designation you are applying for in the subject of the mail**

**Only shortlisted candidates will be called for an interview**