

## **TERMS OF REFERENCE (TOR)**

**Post:** Human resource assistant

**Vacancies:** 01

**Post Type:** Full time

**Department:** Operations Department

**Reporting to:** Operations Manager

### **Key Tasks, Responsibilities and Deliverables:**

- Assist with the recruitment process by identifying candidates, reviewing job applications, performing reference checks, and issuing employment contracts.
- Support responding all internal and external HR related inquiries or requests.
- Preparing new employee files Maintain personal files and all records of employees.
- Oversee the completion of compensation and benefit documentation.
- Tracking employee probation & following up on timely assessments.
- Assist with performance evaluation procedures.
- Schedule meetings, HR events and maintain agendas.
- Assist in conducting training need analysis.
- Assist in drafting HR policies & procedures.
- Arranging training sessions and seminars.
- Planning and designing new employees' orientations.
- Assisting in payroll processing and resolve any payroll errors.
- Completing termination paperwork and exit interviews.
- Updating and maintaining employee benefits, employment status, and similar records in HR system.
- Maintaining records related to grievances, performance reviews, and disciplinary actions.
- Performing file audits to ensure that all required employee documentation is collected and maintained.
- Maintain calendars of HR events.
- Prepare annual leave plan of SDFC.
- Keep up to date with the latest HR trends and best practice.
- Assists with planning and execution of special events such as recreational activities, organization-wide meetings, employee recognition events, and team building events.
- Performs other duties as assigned.

**Requirements:**

- GCE A Level minimum two 'C' pass and SSC Dhivehi pass with 1 year' relevant experience, Or,
- GCE O Level minimum three 'C' pass and SSC Dhivehi pass with 3 years' relevant experience.
- Fluent in written and spoken English and Dhivehi.
- Should be a proficient user of MS Office software package.
- Excellent interpersonal and communication skills and ability interact with customers in a professional manner.
- Demonstrated job commitment and personal flexibility to meet changing expectations
- Commitment to self-development and expansion of knowledge

**Remuneration Package:**

- Gross pay between MVR 12000 – MVR 13000 depending on the Qualification and Experience.

**Working Hours:**

- The selected applicant will be required to work from 0800 to 1600 on weekdays.

Applications, together with (CV/resume, copy of academic certificates, Copy of National ID card, reference letters from current/previous employers supported by nonrelated referees should be submitted using the link: <https://sdfcmv.aidaform.com/job-application-form-human-resource-assistant> before **21<sup>st</sup> January 2021, 14:00hours**. **Only short-listed candidates will be notified.**

---