

TERMS OF REFERENCE

Post: Senior Officer, HR

Reporting relationship: Assistant Manager, Administration

Gross Salary: MVR 15,840

RESPONSIBILITIES AND DELIVERABLES:

1. Formulate and implement HR strategy.
2. Provide assistance and input in formulating organizational structure and salary structure including compensation packages.
3. Prepare HR policies, procedures, SOPs, guidelines, reports and other documentation.
4. Coordinate staff recruitment and selection process in line with the annual HR plan and ensure a timely, organized and comprehensive procedure is carried out.
5. Carry out training needs assessments and coordinate staff training and development programs according to the annual training requirements.
6. Formulate and implement performance appraisals policy, including carrying out probation evaluation and other evaluations.
7. Prepare performance improvement plans as and when required.
8. Prepare annual HR budget and project HR budgets.
9. Manage staff contracts.
10. Process staff leave requests and update attendance records accordingly.
11. Ensure that timely attendance reports prepared and forward to relevant personnel or departments.
12. Ensure that employee records (hard and soft copies) are managed and maintained.
13. Promote a healthy work environment and carry out programs to boost employee morale.
14. Handle all staff related matters including addressing challenges, resolving conflict, etc.
15. Ensure that administrative tasks of the department including documentation, updating and filing paperwork of the department are carried out in a timely manner.
16. Completing other tasks related to the work of the department assigned by the Supervisor.

REQUIREMENTS

1. MQA level 7 or above qualification in Business Administration/Business Management or any other relevant field with minimum 2 year of overall experience in relevant field; or
2. MQA level 5 or above qualification in Business Administration/Business Management or any other relevant field with minimum 5 year of overall experience in relevant field.

SKILLS AND COMPETENCIES

1. Experience with office management software such as MS Office (MS Excel, MS Word, MS PowerPoint)
2. Communication skills
3. Must be able to work independently, be reliable and organized.