

JOB VACANCY

HDC (161)-HR/TU/2021/484
16th September 2021

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

1. Diploma or MNQF Level 5 Qualification in Human Resource Management or relevant field.
2. Experience in a relevant field will be an added advantage.

OVERALL SCOPE

Provide administrative and technical support to talent management section in carrying out human resource activities and implementing best practice HRM initiatives and programs in line with the department objectives.

SCOPE OF WORK

- Attend to staff attendance and leave related issues and assist in compiling monthly and yearly attendance reports
- Check overtime pre-approvals, prepare and analyses overtime reports to ensure policies and procedures are followed.
- Process monthly payroll and payroll related reports and analysis.
- Develop and manage staff benefits schemes and programs.
- Develop and review policies and procedures relevant to ER function.
- Handle staff grievances and complaints, ensuring staff adheres to policies and procedures of the company and take disciplinary actions where necessary.
- Assist in conducting safety assessments, conducting awareness sessions and programs on safety and well-being.
- Attend to various correspondences assigned by the supervisor; including but not limited to Management Papers, SOPs, memos and letters etc.

JOB SKILLS AND SPECIFICATIONS

- Proficient with basic budget management and calculations.
- Knowledge and application of best practices in HRM.
- Knowledge and application of best practices in Human Resource Management
- Discretion and need for Confidentiality.
- Excellent interpersonal skills.
- Project Management knowledge.
- Excellent business writing skills in both Dhivehi and English language.
- Should be an effectual communicator verbally as well as through writing skills.
- Strong analytical and problem-solving skills.

SALARY PACKAGE:

Gross Salary between 17,000.00 to 18,000.00 based on qualification and experience.

Application Process:

Send the application along with your CV, copies of accredited certificates, Job reference letters, Police Report and ID card or Driver's License copy through the link (<https://rb.gy/gb92tc>). For any additional queries please contact to 3353535.

Application Deadline:

Date: 23rd August 2021 (Thursday)

Time: 14:00hrs