

1. Background

MFMC Capital is a subsidiary of Maldives Fund Management Corporation Limited (MFMC) which is a 100% state-owned company established by president decree in the Republic of Maldives. MFMC was formed with the objective of seeking capital market solutions for private sector development while creating opportunities for local and foreign investors to benefit from investment in various sectors of the Maldivian economy.

The MFMC Group currently consists of MFMC, and two subsidiary companies (MFMC Capital and Agro National Corporation) Additionally, it is envisaged that further entities (SPVS/JVS) will be formed to facilitate future projects that will be undertaken by the Group.

2. Job vacancy

Human Resource Officer

3. Overall scope of the job

- 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
- In Discussion with the senior management understand the needs and concerns to develop and revise the Human Resource Management processes in line with the vision and objectives of the company.
- To review and revise the organization structure to combine all entities under the company.
- To review the new Employment Regulations to identify the changes such as Minimum Wage and PCB regulations thereby to develop and harmonize the group salary structure in accordance with new guidelines.
- To review and develop the job classifications within the group in reference to the proposed salary structure in accordance with the Job Classification Framework of PCB.
- To review and revise the Performance Appraisal Review system to include KPI measurement against annual work plans and behavioral competencies measurements.
- Assist the HR Team in positioning and harmonizing the existing positions to the new structure.
- To train and coach the HR Team on making the new changes, its forms, templates, and procedures fully functional and operational.

a. Job Duties

- Develop a group salary structure
- Develop Job descriptions and person specifications for all positions
- Prepare Performance Appraisal Templates
- Prepare performance management policies and procedures
- Prepare standard Operating Procedure for the Performance Appraisal
- 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.

b. Job skills and specification

- 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.

c. Minimum qualification & requirement

- Master's degree in HR Management or MNQF Level 9 Qualification in Human Resource Management or relevant field.
- Experience in a relevant field will be an added advantage.

4. Salary Package

Salary package will be negotiable based on the candidate's qualification and experience.

5. Application Submission

Email your CV, copies of accredited certificates, Job reference letters, Police Report and ID card or Driver's License copy to info@mfmc.mv before the deadline

6. Application deadline

Interested candidates should submit their completed application with supporting documents before 1500 hrs on 15th November 2021 (Monday).