JOB VACANCY

HDC (161)-HRM/IU/2021/623
16th December 2021

Assistant Human Resource Officer
Human Resource Management

MINIMUM QUALIFICATION & REQUIREMENT

1. A'Level 3 Passes (OR)
2. O'Level 5 Passes (Including Dhivehi and English) with minimum 2 years' experience in relevant field.

OVERALL SCOPE

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

SCOPE OF WORK

- Assist in all the recruitment processes which includes preparation of job advertisements, arranging job interviews and in the onboarding process.
- Assist in carrying out trainings and development activities/programs under the guidance of supervisor.
- Assist in the administration, organization, and coordination of performance management process and in implementing change management initiatives fostering a positive environment and culture.
- Assist in collecting, compiling, and analyzing HR data, metrics, and statistics from relevant data points and payroll outputs.
- Manage and maintain all the incoming and outgoing documents of HR. This includes keeping an entry log of incoming documents and assigning the documents to relevant HR personnel with the guidance of HOD.
- Record meeting minutes of the department and follow-up on the issues raised and maintain filing system.
- Carryout any other duties and responsibilities assigned by the supervisor.

JOB SKILLS AND SPECIFICATIONS

- Experience in relevant field will be an added advantage.
- Knowledge and application of HRM functions and practices.
- Excellent writing and communication skills in English and Dhivehi.
- Strong interpersonal skills.
- Strong analytical and problem-solving skills.
- Should be able to work as an individual and as a flexible team player.
- Should be able to prioritize tasks and manage one's own time effectively.
- Familiar with Microsoft packages.

SALARY PACKAGE:

Gross Salary of MVR. 13,000.00

REQUIRED DOCUMENTS

1. Accredited certificates,
2. Job reference letters
3. NID card or Driver's License
4. Police Report

Apply via: https://jobs.hdc.com.mv
Deadline: 23rd December 2021, 14:00hrs
For Further Information: 3353535 or **call center hotline**: 1516