



## **Assistant Manager (Human Resources) – Terms of Reference**

### **Introduction**

Business Center Corporation (BCC) is a state-owned enterprise (SOE) incorporated in 2017 to coordinate and oversee the management of regional business development service centers (BCs) established, by the Ministry of Economic Development, under the SME Act (6/2013).

The purpose of the Business Centers (BCs) is to contribute to the establishment of an enabling business environment to support inclusive economic growth by providing and building capacity for sustainable, demand-driven business development services and to facilitate market access which will serve the growth needs of the micro, small and medium-sized enterprise (MSME) sector in the Maldives.

### **Scope of work**

The Assistant Manager will be assisting the work of the Human Resource Division under the supervision of the Investment and Capacity Development Director. The Assistant Manager is responsible for assisting in planning, developing, implementing, and controlling the personnel functions of BCC in order to ensure that individual and company objectives are met.

### **Job Tasks:**

- Manage the recruitment process including advertising open positions, reviewing resumes, coordinating and conducting interviews, conducting reference and background checks
- Check monthly attendance sheets to ensure leaves are recorded as approved by the respective supervisor
- Ensure monthly attendance sheets of all staff are received on a timely manner to process payment
- Process monthly payroll and ensure employee leaves are tracked in the system
- Attend to payroll queries

- Administer compensation, benefits and performance management systems and safety and recreation programs
- Plan and conduct new employee orientation to foster positive attitude toward organizational objectives
- Be responsible for day to day correspondence/information sharing
- Manage incoming and outgoing correspondence
- Create information sharing and archiving platform for all documents of BCC
- Organize meetings and act as the secretary to meeting and prepare minutes
- Assist staff in arranging logistics to various locations
- Manage employment termination and promotion paperwork
- Design and maintain proper filing and administrative system for the HR related documents
- Prepare annual leave plan of BCC
- Prepare and manage the duty roster of Authentic Maldives and Seed and arrange replacements as required
- Provide administrative support and assistance in the day to day management of training institute
- Conduct orientation for new employees and ensure a smooth onboarding process
- Conduct training programs for employees regarding policies and procedures of BCC
- Perform other duties that fall within the competency and responsibility of the position or assigned by supervisor

### **Qualification and Experience**

- Bachelor's Degree in Human Resource Management, Business Administration, or equivalent qualification
- Minimum of 2 year of experience in a corporate environment. Preference would be given to Human Resource related work experience.

### **Key Competencies**

- Work confidently, proactively and independently, whilst having strong time management and organizational skills to be able to meet deadlines
- Capable of handling work pressure, possess a collaborative personality, and be a team player
- Excellent interpersonal skills along with communication skills including verbal and written, with strong emphasis on report writing and presentation capabilities.
- Strong moral code and sense of ethics

### **Reporting**

The successful candidate will report to the Investment and Capacity Development Director.

### **Contract duration**

This is a full-time job, from the date of contract signing with 3 months' probation.

### **Remuneration**

This position will be paid a fixed remuneration of MVR 14,000.00 per month.

### **Working hours**

- 8:00am - 4:00pm weekdays with 1-hour lunch break.
- The successful candidate shall be available to work in the BCC premises during official working hours.