

JOIN OUR TEAM

EVERY EMPLOYEE COUNTS

MANAGER – HUMAN RESOURCES



REQUIREMENTS

- Preferred to hold a Postgraduate Degree or hold a Bachelor's degree in Human Resources Management, Business Administration, or relevant field
- Proven experience of 3 years in a Managerial role in human resources management
- Thorough knowledge of employment-related laws and regulations
- Excellent communication and interpersonal skills, including the ability to engage in good working relationships within the team and others
- Excellent organizational skills and attention to detail
- Strong analytical and problem-solving skills
- Ability to act with integrity, professionalism, and confidentiality

RESPONSIBILITIES

- Develop and implement HR strategies and initiatives aligned with the overall business strategy of the Company
- Develop and implement HR policies, procedures and ensure to educate and promote awareness to the employees.
- Manage recruitment process, which may include recruitment, interviewing, and hiring of qualified job applicants, and professional roles; collaborates with departmental managers to understand skills and competencies required for openings
- Monitor and coordinate with Head of Departments on employee's performance management
- Assess training needs to develop and deliver required training programs
- Ensure and assist training activities and initiatives as required, assist with any training initiatives, as required, and ensure to maintain training records for all employees
- Ensure that all employees are aware of the policies and procedures implemented, which are related directly to employment issues.
- Ensure legal compliance throughout human resource management

REMUNERATION & BENEFITS

- Attractive salary based on qualification and experience
- Annual Bonus
- Flexible Leave Arrangement
- Sales Incentive
- Health & Life Insurance Plan
- Third Party Credit Schemes
- Staff Loan Scheme
- Learning & Development

Interested candidates please apply in writing along with Job Application Form, Job Letter, ID card copy, CV, and copies of relevant certificates to:

Allied Insurance Company of the Maldives Pvt. Ltd.
Allied Building, 3rd Floor, Chaandhane Magu,
Male', 20156,
Maldives

1600
332 5035
jobs@allied.mv
www.allied.mv

Application form is available on our website.

Applications with inaccurate information, which do not meet the above requirements, and which are incomplete will be disqualified.

Please apply on or before 16 June 2022 — 15:30 hrs.

Preference will be given for applicants who have completed 14 days after administering 2nd dose of Covid-19 vaccine
Only shortlisted candidates will be called for interview and for more information call us at 1600
(All prospective employees must pass a background check)

