

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



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## POSITION DESCRIPTION

<b>POSITION</b>	Human Resources Officer
<b>EMPLOYMENT TYPE</b>	Full Time
<b>FACULTY/CENTER/INSTITUTE/DEPARTMENT</b>	Human Resources Department
<b>LOCATION</b>	QI Campus, Male'
<b>DATE ADVERTISED</b>	12 February 2024
<b>DEADLINE FOR APPLICATION</b>	18 February 2024

## BROAD PURPOSE

Assist in HR administrative work related to employees of the campuses and learning centers.

**Reports to:** Senior HR Manager

**Salary:** MVR 5,000/- **Allowance:** MVR 4,000/-

**Time:** 09:00 - 17:00 (Sunday to Thursday and Saturdays where necessary)

## MAIN DUTIES AND RESPONSIBILITIES

1. Assist in the recruitment process.
2. Timely and accurate calculation of monthly overtime.
3. Manage to assist in health insurance-related works.
4. Ensure exit interviews and handover procedures are followed as per college policy.
5. Maintain records of staff and manage proper filing.
6. Create employee-related letters when required.
7. Prepare contracts/agreements when required in the given format.
8. Assist in the process of staff appraisal as per the policy.
9. Support administrative matters daily.
10. Keep the proper recording of expatriate staff.
11. To handle staff, visa related works

1. Recruitment process

- Conduct the interview as instructed.
  - Make sure staff NOA/JD/Contract and workstation are ready before employee reports.
  - Provide staff card access to the attendance machine.
  - Assist in the whole process of induction.
  - Ensure the probation period is completed within the proposed duration.
  - Interviews are to be set within a week.
  - All documents related to recruitment must be approved and set 1 day before the staff reports to work.
  - Induction, as well as staff personal file, must be completed on the day of reporting.
- Probation should be sent to HOD 15days before the due date.

2. Monthly overtime

- Collection of OT forms before the due date.
- Set OT calculation as per college policy.
- Check submitted records of campuses
- Collection of OT forms before 24th of every month.
- Reject forms with HOD approval.
- Send OT records to Finance before 26th of each month.
- File all forms monthly

3. Staff Appraisal

- Collect PDP of newly joined staff
- Update Appraisal System
- Attend any staff query related to the system.
- Ensure PDP is completed within the proposed duration
- Assist in the appraisal process until the yearly cycle ends.
- Ensure all PDPs are submitted to HR within a week of employment.

4. Exit Interviews and Handover process

- Fill the exit interview form.
- Check if the handover is done properly with contact of finance, library, CICT and the respective dept/faculty.
- Interview and handover are to be done 2 days before the resignation of the staff.
- Provide exit interview analysis per month

5. Prepare contracts/agreements/letters

- Attend to provide requested letters promptly.
- Ensure to complete assigned contract and agreements are prepared on time.
- Attend and complete preparation of contracts/agreements within 24hrs of request.

6. Administrative Support

- Attend incoming calls and respond to emails promptly.
- Share important emails or messages to be responded urgently to the respective staff

**Education**

- A' Level

**Experience**

- Excellent verbal communication, and the ability to convey information clearly and effectively.
- Strong leadership abilities and initiative.
- Excellent delegator and mediator.
- Great interpersonal skills and customer service.
- Quick decision-making and problem-solving abilities
- Ability to work in a team
- Organizational skills
- Approachable
- Responsible
- Multi-tasking
- Time management

**Skills and Competencies**

- Advanced speaking and writing skills in English and Dhivehi
- Proficient in MS Excel, MS Word and MS PowerPoint

**Character requirements / general attributes**

- Good interpersonal skills to develop and maintain effective working relationships
- Ability to work under pressure, handle multiple tasks and meet tough deadlines
- Must be organized
- Take initiative in tasks
- Attention to detail