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Human Resources Officer

Human Resources Department

Vacancy Type: Full-time

Remuneration: MVR 5,000 per month Service Allowance: MVR 4,000 per month

Qualification: A'level (essential)

Experience in a related field will be an added advantage

Interested candidates may fill the Google Application Form Link: https://forms.gle/hmJErWvLmsepaAq4A before **1300hrs** of **23 November 2024**

scan -->



Google Application Link and Position Description will also be available from VC website : http://www.villacollege.edu.mv/careers/vacancies

For more information: 🕓 330 3200

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Villa College QI Campus, Rah Dhebai Hingun, Male', Maldives

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بونز ننزی مِنَّ تَنَوْعُ، بِهُ *دَدٍ* تَادَّدُ[ِ] مَرْعَدُهُدٍ بِسُوْ^عُ دَوْ، بِهُرِيْمُرْدَخْ

POSITION DESCRIPTION

POSITION	Human Resources Officer
EMPLOYMENT TYPE	Full Time
FACULTY/CENTER/INSTITUTE/DEPARTMENT	Human Resources Department
LOCATION	QI Campus, Male'
DATE ADVERTISED	14 November 2024
DEADLINE FOR APPLICATION	23 November 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

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 15 days before the due date.

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

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.

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

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.

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