



**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