



# Maldives Finance and Leasing Company Pvt. Ltd

MALE', REP. OF MALDIVES

## STAFF VACANCY: ASSISTANT MANAGER HUMAN RESOURCES AND ADMINISTRATION

To strengthen our valuable human resources, we are looking for dynamic and people oriented person to recruit as Assistant Manager Human Resources and Administration in our organization.

### Key Responsibilities:

- Maintain a thorough knowledge of MFLC personnel policies and Implement HR Operating Policies and Procedures and ensure all HR/Admin activities are carried-out in adherence to these standards.
- Participate in reviewing staff policies and Recommend changes.
- Ensure the provision of good quality, appropriate and clearly communicated advice on all aspects of HR management, policy and practice, including work force planning, job design, employment law, employee relations issues, and communication and consultation strategies.
- In consultation line managers work out succession planning and in strategic way of talent retention.
- Work with Line Managers on implementation of strategic planning of the department.
- Provide advice and support to HR teams, all employees and Managers in interpretation of HR policies and procedures and provide technical support on HR related matters, including but not limited to, recruitment, orientation, career development, performance evaluation, disciplinary action and separation.
- Talent Acquisition and management.
- Work with line Managers to determine workforce needs, identify the field human resource and competency gaps, and devise a development and workforce plan to promote staff development and retention.
- Plan and respond to the recruitment needs.
- Review job descriptions and Personnel requisition and make recommendations for ensuring accuracy and consistency.
- Participate in recruitment process of hire positions. Posting positions in appropriate media, CV review, interviewing, reference check, job offer, leading the orientation.
- Ensure that recruitment process is fair and transparent and in line with legal regulations and HR policies and procedures.
- Oversee exit management process to ensure unspoiled and positive transition for departing employee.
- Ensure and follow up daily HR-related administrative duties are executed as per the expected quality in a timely manner.
- Assist and Review all HR/Admin documents such as payroll, Overtime pay, back pay, severance, adjustments, acting allowance, new employee Insurance list, Hiring recommendation and new contracts.
- Review employment contracts purchase requests and payment requests made by other HR staff before it is submitted to Finance.
- Maintain updated tracking of staff Performance Evaluations, different HR related staff data analysis.
- Ensure employee's files are maintained.
- Participate in office budget proposals.
- Any other related tasks.

### Qualifications and Experience:

- MA/BA Degree in Management, Human Resources Management, Public Administration or related field of study from recognized university.
- 2 years' experience in Human Resource Management and Administration; and at least one year in supervisory/managerial level.

### Salary and Other Benefits:

- An attractive remuneration package to suit the qualifications and experience.
- Health Insurance provided upon confirmation.
- On the job training.

Digital job application form available at MFLC website link <https://www.mflc.mv/careers>. Detailed bio-data/curriculum vitae (CV)/resume, national ID card copy, valid Police report, covering letter, education and employment references supported by two non-related referees should be addressed as below and mailed to ([hra@mflc.mv](mailto:hra@mflc.mv)) before January 11, 2025 in person. Please note, only short-listed candidates will be notified.



Trainee Development - Gold

The Chief Executive Officer  
Maldives Finance and Leasing Company Private Limited  
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Ameer Ahmed Magu, Male' 20-066  
**(Only Maldivian nationals will be considered)**