



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

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وکُو کنوچی وکُو کنوچی، بادر درد ناوکات مراوری در بدند. دُکو، درد ریده

#### **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