

	Human Resources Officer
	Full Time

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.

Collection of OT forms before the due date.

Set OT calculation as per college policy.

A' Level

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

Advanced speaking and writing skills in English and Dhivehi

Proficient in MS Excel, MS Word and MS PowerPoint

Good interpersonal skills to develop and maintain effective working relationships

Ability to work under pressure, handle multiple