

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



Pension Office

TERMS OF REFERENCE

1. INTRODUCTION

Post: Assistant Manager, Human Resources

Post Type: Temporary

(Initial contract shall be for a period of 1 (one) year. The contract may be extended based on performance, upon successful completion of one year.)

Department: Human Resources

Division: Corporate Affairs

2. REPORTING RELATIONSHIPS

The Assistant Manager, Human Resources shall report to the Head of Human Resources.

3. OVERALL RESPONSIBILITIES

The Assistant Manager, Human Resources shall primarily be responsible for leading all administrative works related to the human resources management function, and ensuring smooth and efficient operation of the department.

The Assistant Manager, Human Resources shall also assist the Head of Human Resources in developmental initiatives and the implementation of HR strategies, policies and procedures.

4. RESPONSIBILITIES

- Assisting in the development, implementation and revision of strategies, policies, procedures, guidelines and initiatives related to the human resource management function.
- Assisting in the development and implementation of HR initiatives and strategies that align with the goals and objectives of Pension Office.



- Leading the administrative works related to all the human resources management functions, including and not limited to;
 - recruitment and selection,
 - onboarding and orientation,
 - performance management,
 - compensation and benefits,
 - training and development,
 - recognition and rewards,
 - employee relations,
 - employee engagement,
 - employee health and wellness, and
 - employee transition and offboarding, etc.
- Leading, planning, coordinating and conducting team building activities and events.
- Leading the management of the Human Resource Information System (HRIS) of the Pension Office.
- Ensuring organizational compliance with relevant employment laws and regulations.
- Ensuring the maintenance of accurate and up-to-date staff information.
- Ensuring personnel files are stored and maintained electronically as per the required standards and ensuring the confidentiality of all staff related information.
- Ensuring all employees are informed and aware of HR policies and procedures of the Pension Office.
- Providing assistance, support and guidance to employees in all HR related matters.
- Preparing and compiling quarterly and other reports as required by the management.
- Providing assistance in the preparation of documents to be submitted to the Remuneration and Nomination Committee (RNC), the Human Resources Committee and other internal committees as required.
- Providing assistance in the preparation of the annual budget of the department, annual training calendar, recruitment plan, etc.
- Providing assistance during official events and activities organised by the Pension Office.
- Providing assistance with tasks related to the General Services Department as a secondary responsibility, if and when required.
- Performing any other relevant tasks assigned by the Head of Human Resources.



5. QUALIFICATION AND EXPERIENCE

- A Bachelor's degree or an equivalent professional qualification (MNQF level 7) in Human Resource Management, Business Administration, or a related field.
- A minimum of 2 years of professional work experience in the field of human resource management after completion of undergraduate degree or equivalent professional qualification.

OR

- A Bachelor's degree or an equivalent professional qualification (MNQF level 7) in Human Resource Management, Business Administration, or a related field.
- A minimum of 2 years of professional work experience at Pension Office in an operational level position, and achievement of 85% or above in performance appraisals for the previous 2 years.

6. DESIRED SKILLS AND COMPETENCIES

- Should have good working knowledge of the Employment Act, and other relevant laws and regulations.
- Should have a strong understanding of HR principles, industry standards and best practices.
- Should be able to work independently and effectively with minimal supervision.
- Should have excellent verbal and written communication skills in both Dhivehi and English, to effectively interact with employees and other stakeholders.
- Should have excellent time management skills, task prioritizing skills and the ability to multitask and meet deadlines.
- Should be well organised and give attention to details.
- Should have a positive attitude, pleasant personality and strong interpersonal skills.
- Should maintain effective working relationships, respond well to stress, have strong work ethics and situation management skills.
- Should be fully committed to work and the organisation.
- Should be able to perform with integrity, professionalism, and maintain confidentiality.

