

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



Pension Office

TERMS OF REFERENCE

1. INTRODUCTION

Post:	Human Resources Officer
Post Type:	Temporary. Contract period shall be 18 (eighteen) months.
Department:	Human Resources
Division:	Corporate Affairs

2. REPORTING RELATIONSHIPS

The Human Resources Officer shall report to the Head of Human Resources.

3. OVERALL RESPONSIBILITIES

The Human Resources Officer will primarily be responsible for carrying out all tasks related to the human resource management function of the Pension Office. Additionally, the Human Resources Officer will assist with carrying out tasks related to other departments of the Corporate Affairs Division.

4. RESPONSIBILITIES

- Assisting with the preparation, revision and implementation of policies and SOPs related to the human resource management function.
- Maintenance of accurate and up-to-date staff information and ensuring the confidentiality of all staff related information.
- Managing personnel files electronically as per the required standards.
- Carrying out tasks related to recruitment, onboarding and offboarding process.
- Carrying out tasks related to processing monthly payroll.
- Carrying out tasks related to compensation and benefits provided to staff.



- Carrying out tasks related to performance management.
- Carrying out tasks related to staff training and development.
- Carrying out tasks related to employee engagement.
- Planning and carrying out team building activities.
- Managing the Human Resource Management Systems (HRMS) of Pension Office.
 - Carrying human resource management related tasks via the HRMS.
 - Maintenance of accurate and up-to-date staff attendance and leave records.
 - Assisting staff to resolve issues related to the HRMS.
 - Identification of issues in the HRMS and solving them by coordinating with the system vendor and the Pension Office IT Team.
 - Providing feedback and system requirement specifications for further development of the system.
- Providing human resource related information and reports requested by internal and external auditors, with the authorization of the Head of Human Resources, or Director, Corporate Affairs.
- Maintaining, scanning, filing and storage of all human resource related documents.
- Publishing job advertisements on the Government Gazette, Pension Office website and other platforms as required.
- Providing administrative support during official activities, meetings, events and trainings, etc. organised by Pension Office.
- Assisting with tasks related to the General Services Department as a secondary responsibility, when required.
- Performing any other relevant tasks assigned by the Head of Human Resources or Director, Corporate Affairs

5. QUALIFICATION AND EXPERIENCE

- A bachelor's degree (MNQF level 7) or equivalent professional qualification in the field of human resource management, business administration, or a related field.

(Note: Preference shall be given to candidates with work experience in the field of human resource management.)



6. DESIRED SKILLS AND COMPETENCIES

- Should have good working knowledge of relevant laws and regulations.
- 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.
- Excellent communication skills to effectively communicate with employees, management, and other stakeholders.
- Excellent English and Dhivehi writing skills, and fluency in spoken Dhivehi and English.
- Ability to act with integrity, professionalism, and confidentiality.
- Excellent organizational skills and attention to detail.
- Excellent time management skills, task prioritizing skills and the ability to multitask.
- Ability to deliver before deadlines in the face of challenging obstacles.
- Ability to work independently and effectively with minimum supervision.


