

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



Pension Office

## **TERMS OF REFERENCE**

### **1. INTRODUCTION**

<b>Post:</b>	Assistant Human Resources Officer
<b>Post Type:</b>	Temporary
<b>Contract Duration:</b>	12 (twelve) months. Contract may be extended if required, based on operational needs.
<b>Department:</b>	Human Resources
<b>Division:</b>	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 to maintain accurate and up-to-date staff information and ensuring the confidentiality of all staff related information.
- Assisting to carry out tasks related to recruitment, onboarding and offboarding process.
- Assisting to carry out tasks related to processing monthly payroll.
- Assisting to carry out tasks related to performance management.



- Assisting to carry out tasks related to staff training and development.
- Assisting to carry out tasks related to employee engagement.
- Assisting to plan and conduct team building activities.
- Assisting to manage the Human Resource Management Systems of the Pension Office.
- 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.

## 5. QUALIFICATION AND EXPERIENCE

- A Diploma (MNQF level 5) or equivalent professional qualification in the field of human resource management, business administration, or a related field.

OR

- Completion of GCE A' Level, and 2 years of work experience in a related field.

Note: Work experience in the field of human resources shall be an added advantage.

## 6. DESIRED SKILLS AND COMPETENCIES

- Proficiency in using general computer applications, specifically Microsoft Office.
- Excellent English and Dhivehi writing skills, and fluency in spoken Dhivehi and English.
- Excellent time management skills, task prioritizing skills and the ability to multitask.
- 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.
- Ability to act with integrity, professionalism, and confidentiality.
- Excellent organizational skills and attention to detail.
- Ability to deliver before deadlines in the face of challenging obstacles.



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