



JOB VACANCY ANNOUNCEMENT

HUMAN RESOURCE MANAGER

Job Title: Human Resource Manager

Location: Malé, Maldives with occasional travel

Duration of Contract: Initial fixed-term contract of 1 year (with a 3-month probation period) with the possibility of extension

Remuneration: MVR 23,808

Start Date: Immediate

I. Organizational Background

Transparency Maldives (TM) is the country's leading anti-corruption non-governmental organization, and is part of a global coalition sharing one vision: a world in which government, business, civil society and the daily lives of people are free of corruption.

Transparency Maldives received formal government registration in 2007, and is the National Chapter of Transparency International (TI) in the Maldives. Further details of our work can be found [here](#).

II. Position Summary:

The Human Resource (HR) Manager will lead and provide proactive support to approximately 25 staff members on a range of HR tasks arising day-to-day basis, including preparation of the monthly payroll process as well as overall HR administration. The HR Manager is contact person for new and existing staff members providing information, support and guidance in all HR administrative matters and ensures the accurate recording of all relevant information and documents.

III. Key Roles and Responsibilities:

The HR Manager will be responsible for:

- Delivering a comprehensive and consistent HR service to the organization.
- Providing managers with appropriate and effective advice and support on all employee relations matters in line with our policies, employment law and best practice while also ensuring consistency across the organization.
- Measuring employee satisfaction and identifying areas that require improvement.
- Taking a proactive approach on learning and development to ensure we nurture and develop our staff.
- Working with appropriate parties on reward strategy and advise Senior Management Team on best practice.
- Reviewing and revising our HR policies, ensuring they are in line with employment legislation and that they are applied consistently across the organization.

- Overseeing all aspects of staff performance and professional development tasks—goal setting, regular evaluation, and end-of-year assessments.
- Establish an automated payroll system to track labour activities in collaboration with the Executive Director and Finance Manager.
- Manage all aspects of recruitment—advertising, reviewing and short-listing applications, scheduling and participating in interviews, checking references, gathering all necessary documents and ensuring they are accurate and complete, and preparing and presenting offers.
- Prepare Employment Agreements and/or Independent Consultant Agreements, collect complete and accurate supporting documentation, and monitor level of effort.
- Conduct HR induction for new staff members (including interns) and support the onboarding process with all relevant information regarding legal and administrative requirements for living and working in the Maldives.
- Review all staff timesheets for accuracy and completeness, ensure that all staff adhere to timekeeping and leave policies, and monitor staff leave balances.
- Manage all immigration needs of staff, consultants, and partners.
- Working with the Senior Management Team and Comms to build/reinforce the organization’s culture and values.
- Ensuring effective administration of HR and employee files and records and maintaining of an updated HR database.
- Any other relevant tasks as assigned by the Executive Director.

IV. Key Qualifications:

Required:

- Minimum Bachelor's degree in Human Resource Management, Business Administration, Public Administration, or related field.
- Minimum four years professional experience in HR administration and related tasks.
- Solid knowledge of the Maldivian Labour Law, social security, and payroll.
- Demonstrated ability in confidently directing HR and advising managers on all aspects of people management and development.
- Demonstrated ability in HR policy development and implementation including gender, social inclusion and merit selection.
- Ability to communicate effectively with both internal stakeholders and external partners, service providers and other institutions.
- Ability to work independently and as part of a team.
- Excellent organizational skills with the ability to manage multiple tasks across a wide range of issues and ability to work effectively under pressure.
- Demonstrated competence in conceptual, analytical and problem-solving skills.
- Good knowledge of MS Office (in particular Word, Excel and PowerPoint).
- Ability to handle confidential information.
- Professional language proficiency (written and spoken) in both Dhivehi and English.
- People and service oriented attitude.
- Commitment to the values of Transparency International.

Desirable:

- Master's degree in Human Resource Management, Business Administration, Public Administration, or related field.
- Working knowledge of international donor compliance requirements.
- Experience with non-governmental organizations and working with people from diverse backgrounds.

V. What We Offer:

- The opportunity to become part of the global movement against corruption and make a positive contribution in the field of transparency and accountability working on a wide range of relevant and challenging issues.
- A role with a purpose, working in a team of engaged and enthusiastic colleagues and experts in the field of anti-corruption and driven and united by the desire to fight corruption and achieve significant and large-scale impact.
- A stimulating, dynamic, friendly and flexible working environment.
- A high degree of collaboration and autonomy in an organization that prioritizes well-being of employees.

Closing date for applications: Thursday, 4 April 2020

Application and selection procedures:

Applicants should send the following documents addressed to Aiman Rasheed, Acting Executive Director, with your name and the position in the subject line to jobs@transparency.mv.

- Cover letter explaining how you meet the requirements of the role and why you are applying (2 pages max).
- Recent CV (2 pages max), with details of relevant experience.
- Names and contact details of two referees.

Only short-listed candidates will be contacted for interviews.

Transparency Maldives is an equal opportunity employer. Selection of staff is made on a competitive basis, and we do not discriminate on the basis of national origin, race, colour or ethnic background, religious belief, sex, gender identity and expression, marital or family status, age or ability. We kindly ask applicants to refrain from including in their application information relating to the above as well as from attaching photos.