

## **JOB VACANCY ANNOUNCEMENT**

### **HR & OPERATIONS MANAGER**

**Job Title:** HR & Operations Manager

**No. of positions:** 1

**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:** Between MVR 23,808/- to MVR 25,195/- (take-home)

**Start Date:** Immediate

**Job posting date:** 23 October 2022

**Closing date:** 7 November 2022 before 4pm

#### **1. Organizational Background**

Transparency Maldives (TM) is a non-partisan organization that endeavours to be a constructive force in society by promoting collaboration and discussion on corruption, transparency, and accountability. Our organization seeks to engage with stakeholders from all sectors (government, business, politics, and civil society, among others) to raise awareness of corruption's detrimental effects on development and society, improve transparency and accountability in governance, and eliminate corruption from the daily lives of people. TM received formal government registration in 2007 and is the National Chapter of Transparency International (TI) in the Maldives.

#### **2. Position Summary**

The HR & Operations Manager will be a core member of TM and will be part of the senior management team. The HR & Operations Manager will work closely with the Executive Director to streamline and strengthen all administrative, human resources and procurement functions of TM and to strengthen the institutional capacity to successfully implement its projects and achieve its strategy. This position is open to Maldivians only.

#### **3. Key Roles and Responsibilities**

##### **(a) Human Resources (HR):**

- Delivering a comprehensive and consistent HR service.
- Reviewing and revising TM's HR policies, ensuring they are in line with the Employment Act and best practices, and are applied consistently.
- Advising the management on employee related issues, including but not limited to, performance management, sickness and absence, and disciplinary and grievance matters.
- Developing a staff performance management system and overseeing the implementation of this system.
- Reviewing employee reward strategy including the salary structure, performance appraisal systems, and advising the management on best practice, and preparing proposals for Board approval as required.
- Measuring employee satisfaction and identifying and developing strategies for areas that require improvement.
- Proactively attending to learning and development needs to ensure staff development and high morale.
- Providing support and advice to teams throughout the recruitment process.
- Ensuring staff contracts are in order and roles are clearly defined and agreed by all staff.
- Ensuring payroll changes are communicated to the Finance Team and actioned accordingly.
- Implementing an effective HR Information System and automating payroll.
- Collaborating with other managers and covering for them in their absence.
- Collaborating with the Executive Director to align TM's organizational structure with its strategic goals.
- Managing or participating in projects that help align the workforce with the strategic goals of the organization.
- Working with the management and Communications Team to build and reinforce the organization's culture and values.
- Promoting and championing diversity and inclusion throughout TM.

##### **(b) Procurement:**

- Reviewing and developing a procurement policy in compliance with best practices and TI's and other donor guidelines.
- Developing an annual procurement plan and supervising the procurement process, including but not limited to, consultancy projects, and operational and capital expenditure needs.
- Ensuring robust contract management, cost management and obtaining data in respect of measurable outcomes set out in contracts.

(c) Operations:

- Supporting the management in developing organizational strategy and annual work plans.
- Maintaining and reviewing all office policies and procedures and ensuring compliance with all relevant legislation.
- Overseeing procurement and insurance.
- Supporting the Executive Director and management to ensure effective risk management, including maintaining an up-to-date risk register and risk management plan.
- Ensuring robust contract management, cost management and obtaining data in respect of measurable outcomes set out in contracts.

(d) Sub-awards Management:

- Manage the procurement process for all procurements required for project's Award activities (including selected subawards for consultancies/services and for procurements under In Kind Awards), as per TM's Procurement Policy, USAID's requirements, and this manual.
- Prepare procurement documentations (RFP/Evaluation Summaries/Draft agreements) in close coordination with the project's technical Team/Legal team.
- Prepare and submit final procurement approval requests for COP approval/ AO approval submission.
- Ensure all procurements under the project's Grants Program adhere to TM procurement and grant policies during all stages of procurement including solicitation, evaluation, awarding and implementation.
- Update FSRS system with subcontracts as and when required.

**4. Key Attributes:**

**Required**

- A Bachelor's Degree in management, business administration, public administration, HR, or related field with minimum 5 years' experience in a related field.
- Excellent interpersonal skills, including the ability to work independently and supervise teams.
- Proactive, detail oriented, highly organized, and problem-solving mindset.
- Ability to work under pressure to meet tight deadlines and work long hours when required.
- Good knowledge of MS Office (Word, Excel, and PowerPoint).
- Ability to handle confidential information.
- Professional language proficiency (written and spoken) in both Dhivehi and English.
- Strong commitment to TM and TI's values and standards.

**Desired**

- Master's Degree in management, business administration, public administration, HR, or related field with experience.
- Familiar with procurement and HR best practices and procedures, especially international best practices.
- Knowledge of international donor agencies with experience in compliance and donor best practices.
- Familiar with working with non-governmental organizations and international donor agencies.
- Experience in leading and supervising staff.

**5. Closing date for applications:** 7 November 2022 before 4pm

**6. Application and selection procedures:**

Please e-mail the following documents, addressed to the Executive Director, to [jobs@transparency.mv](mailto:jobs@transparency.mv). All documents must be emailed in pdf format.

- Completed job application form ([Job Application Form](#))
- Curriculum Vitae
- Educational Certificates (Bachelor's Degree or higher qualification) (If a certificate is not available, course completion letter from University/College/Institution or transcript may be submitted instead)

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 based on 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.**