

JOB VACANCY

MANAGER, HUMAN RESOURCES (LOCAL)

Work Site: Head office, Male', Republic of Maldives

We're looking for a driven HR professional to take ownership of our Group's people operations from payroll and performance to recruitment and compliance. This is a chance to shape HR systems and policy at a group-wide level, working closely with senior leadership to build a stronger, more organized workforce.

Key Responsibilities:

- Performance & Payroll – Run appraisal cycles end-to-end and oversee accurate, on-time monthly payroll in coordination with Finance.
- HR Systems – Own the implementation and day-to-day administration of the HR Management System, keeping employee data accurate and training staff on its use.
- Recruitment & Onboarding – Manage hiring from job description to offer letter, and lead smooth onboarding and offboarding, including exits and final settlements.
- Expatriate & Compliance – Handle expatriate work permits (applications, renewals, transfers) and keep HR policies aligned with the Employment Act of the Maldives.
- People Support – Be the go-to for employee queries on leave, benefits, and policy, while supporting workforce planning and org structure design.
- Training & Development – Identify skill gaps and run orientation, policy, and professional development sessions across the Group.

Requirements:

- Bachelor's degree in HR, Business Administration, or related field
- 1–2+ years of HR management experience, ideally across multiple companies or a group structure
- Working knowledge of expatriate work permits and Maldivian employment law
- Strong organisational and problem-solving skills, with the discretion to handle confidential information
- Comfortable using HR systems and Microsoft Office, and working independently with senior management

Salary & Benefits:

- Direct exposure to group-level strategy and top management
- Ownership of HR systems and policy from the ground up
- A role where your decisions visibly shape company culture and operations
- Salary: Negotiable

Candidates who meet the above requirements may send their CV, NID, Academic Certificates, and Reference Letters as one combined PDF document to jobs@hope.com.mv
Only shortlisted candidates will be contacted.