



Job Vacancy

We are looking for a hard-working and enthusiastic person to join our company for the following post.

Senior HR Officer (Local)

No. of vacancies: 1

Qualification and other Requirements

- Bachelor's degree in Human Resources or relevant field
- Candidates with knowledge on expat portal will be an added advantage
- Candidates with experience in related field are preferable

Main Responsibilities

- Manage the full recruitment cycle – drafting and posting job advertisement, sourcing candidates, screening potential profiles and maintaining the candidate database.
- Coordinate and schedule interviews, conduct preliminary screening calls, and liaise with department heads on shortlisting decisions.
- Liaise with overseas recruitment agents and partners for expatriate hiring, including candidate verification and documentation collection
- Prepare and issue offer letters, employment contracts, and job descriptions in line with company policy and the Employment Act.
- Maintain recruitment trackers and report on vacancy status, time-to-fill, and pipeline progress
- Coordinate the complete onboarding process for new local and expatriate employees, from offer of acceptance through to first day on site.
- Apply for new work permits and BV whenever required
- Coordinate travel, arrival logistics, accommodation, and transfer for newly mobilized staff
- Conduct employee induction and orientation, ensuring new joiners complete all required documentation and understand company policy.
- Perform all other related duties within the scope of human resources management as requested by the reporting officer.

Salary and Benefits

- Negotiable based on qualifications and experience
- Variable allowance based on level of effort
- Health Insurance
- Benefits and Entitlements standard as per Employment Law

Interested Candidates, please send in your CV, Educational Certificates and Experience Letters before **30th September 2026**

Head, Human Resources and administration
Riyan Private Limited,
H. Azum, 3rd Floor,
Ameenee Magu,
Male', Maldives
Email: hr@riyan.com.mv
T: +9603315049