

JOB VACANCY

HR MANAGER (LOCAL)

Key Responsibilities:

- **Recruitment & Lifecycle:** Manage end-to-end hiring, onboarding, offboarding, and final settlements.
- **Performance & Payroll:** Run appraisal cycles and oversee on-time monthly payroll with Finance.
- **HR Systems:** Implement and administer the HR Management System (HRMS) and maintain accurate data.
- **Compliance & Expatriates:** Handle work permits (applications, renewals, transfers) and ensure compliance with the Maldives Employment Act.
- **Support & Training:** Act as the primary contact for employee queries, resolve skill gaps through training, and support org-structure design.

Requirements:

- Bachelor's degree in HR, Business Administration, or a related field.
- At least 1year experience in asst. manager position
- Working knowledge of Maldivian employment law and expatriate work permit processes.
- Proficient in HR systems and MS Office.
- Highly organized, capable of working independently with senior management, and exercising strict confidentiality.

Salary: 25k - 45k

To Apply: Send your CV, NID, Academic Certificates, and Reference Letters to jobs@hope.com.mv.