بسم الله الرحمن الرحيم

RIYAN PRIVATE LIMITED
REG: C-235/2006

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: 01

Minimum Education Qualification

- Bachelor's Degree in Human Resources Management or in a related field is preferred
- Minimum 2 years of relevant experience in HR/Recruitment is preferred.

Roles and Responsibilities

Recruitment & Talent Acquisition
- Manage end-to-end recruitment processes for client manpower requests
- Source, screen, and shortlist candidates through job portals, social media, and referrals
- Coordinate interviews between candidates and clients
- Maintain an active talent pool for quick deployment

HR Operations
- Prepare and manage employment contracts, offer letters, and onboarding documents
- Maintain and update employee records and HR databases accurately
- Handle employee queries related to contracts, benefits, and policies
- Oversee attendance, leave management, and timesheet tracking

Compliance & Documentation
- Ensure compliance with Maldivian labour laws and immigration regulations
- Manage work permit, quota, and employer change applications
- Liaise with relevant government authorities
- Maintain up-to-date knowledge of labour law amendments

Client & Candidate Management
- Serve as the primary point of contact for client HR-related matters
- Coordinate mobilisation and deployment of casual workers to client sites
- Address and resolve grievances from both candidates and clients professionally

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Salary and Benefits

1. Negotiable based on qualifications and experience
2. Variable allowance based on level of effort
3. Health Insurance
4. Staff Development Trainings

Interested Candidates, please send in your CV, Educational Certificates and Experience Letters before **03 December 2026.**

Head of Human Resources,
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