

Recruitment process

- Conduct the interview as instructed.
- Make sure staff NOA/JD/Contract and workstation are ready before employee reports.
- Provide staff card access to the attendance machine.
- Assist in the whole process of induction.
- Ensure the probation period is completed within the proposed duration.
- Interviews are to be set within a week.
- All documents related to recruitment must be approved and set 1 day before the staff reports to work.
- Induction, as well as staff personal file, must be completed on the day of reporting.
- Probation should be sent to HOD 15 days before the due date.

Monthly overtime

- Collection of OT forms before the due date.
- Set OT calculation as per college policy.
- Check submitted records of campuses
- Collection of OT forms before 24th of every month.
- Reject forms with HOD approval.
- Send OT records to Finance before 26th of each month.
- File all forms monthly

Staff Appraisal

- Collect PDP of newly joined staff
- Update Appraisal System
- Attend any staff query related to the system.
- Ensure PDP is completed within the proposed duration
- Assist in the appraisal process until the yearly cycle ends.
- Ensure all PDPs are submitted to HR within a week of employment.

Exit Interviews and Handover process

- Fill the exit interview form.
- Check if the handover is done properly with contact of finance, library, CICT and the respective dept/faculty.
- Interview and handover are to be done 2 days before the resignation of the staff.
- Provide exit interview analysis per month

Prepare contracts/agreements/letters

- Attend to provide requested letters promptly.
- Ensure to complete assigned contract and agreements are prepared on time.
- Attend and complete preparation of contracts/agreements within 24hrs of request.

Administrative Support

- Attend incoming calls and respond to emails promptly.
- Share important emails or messages to be responded urgently to the respective staff

Education

A' Level

Experience

Excellent verbal communication, and the ability to convey information clearly and effectively.

Strong leadership abilities and initiative.

Excellent delegator and mediator.

Great interpersonal skills and customer service.

Quick decision-making and problem-solving abilities

Ability to work in a team

Organizational skills

Approachable

Responsible

Multi-tasking

Time management

Skills and Competencies

Advanced speaking and writing skills in English and Dhivehi

Proficient in MS Excel, MS Word and MS PowerPoint

Character requirements / general attributes

Good interpersonal skills to develop and maintain effective working relationships

Ability to work under pressure, handle multiple