

Ref. Number: 60-HRD/2025/107

Date: 13.04.2024

JOB OPPORTUNITY

Evolve your career with State Trading Organization Plc.

Position Name	HR Officer
No. of Position	1
Worksite / Department	Head Office / Human Resources Department
Salary & Benefits	<ul style="list-style-type: none"> Net Salary Range: MVR 12,000 – 13,500 Overtime and extra working days allowance Health insurance will be provided after probation Staff Privilege Program
Job Responsibilities	<p><u>Talent Acquisition</u></p> <ul style="list-style-type: none"> Manage end-to-end recruitment processes, including job postings, screening, interviews, and candidate communication. Coordinate onboarding activities such as document collection, orientation, and new hire reviews Handle expatriate-related tasks including visa processing, work permits, insurance, and accommodation arrangements Maintain accurate records and reports for recruitment and expatriate management <p><u>Talent Development</u></p> <ul style="list-style-type: none"> Scheduling and processing administrative tasks in arranging staff training & development programs Participation in educational fairs or training related events organized outside official premises Assisting with external educational queries for data collection Timely record and maintenance of staff training records <p><u>Talent Analytics</u></p> <ul style="list-style-type: none"> Support performance management processes, including goal setting, reviews, and feedback Maintain accurate employee records and ensure timely updates to HR systems Coordinate employee movements such as transfers, promotions, and contract changes Generate HR reports and provide data-driven insights to support decision-making

	<ul style="list-style-type: none"> • Manage HR admin tasks including ID cards, reference letters, and documentation <p><u>Time & Disciplinary</u></p> <ul style="list-style-type: none"> • Monitor and ensure timely, accurate updates of employee attendance records • Identify and report attendance discrepancies or trends to relevant managers • Generate reports on absenteeism, compliance, and attendance KPIs • Enforce adherence to attendance policies while maintaining confidentiality and data security • Recommend process improvements and contribute to departmental KPIs <p><u>Employee Engagement</u></p> <ul style="list-style-type: none"> • Plan and coordinate events, programs, and initiatives to promote a positive work environment • Conduct surveys and gather feedback to assess and improve employee satisfaction • Collaborate with managers to enhance engagement and boost morale • Promote initiatives and lead sessions that foster workplace connection and wellbeing
Required Qualifications	<ul style="list-style-type: none"> • 4 passes in A Level or C4 in a related field
Preferred Requirements	<ul style="list-style-type: none"> • Should have knowledge in using Microsoft Office software • Work experience in a related field will be an added advantage
Deadline	19 th April 2025, 1230hrs
How to Apply	<p>Interested candidates please apply online through our job portal https://sto.mv/Career</p> <p>To process the application, we require necessary documents</p> <p>You can contact us on 3012767</p>