MFLC **Maldives Finance and Leasing Company Pvt. Ltd**

MALE', REP. OF MALDIVES

STAFF VACANCIES: HUMAN RESOURCE & ADMINISTRATION

To strengthen our team and support the continued growth of our Credit Division, we are seeking dynamic, motivated, and people-oriented individuals to join our organization.

EXECUTIVE – HR OPERATION & ADMINISTRATION

KEY RESPONSIBILITIES:

- Support the Head of HRA /Assistant Mangers in managing full employee lifecycle administration with accuracy and confidentiality.
- Ensure proper onboarding and induction systems are implemented.
- Oversee leave, attendance, and probation tracking systems.
- Maintain accurate employee records, personnel files, and HR databases.
- Ensure HR policy compliance across administration functions.
- Monitor HR operational KPIs.
- Support HR budget planning for administration.
- Oversee ICT onboarding and system access processes.
- Ensure service delivery standards within the department
- Ensure compliance with MFLC policies, governance standards, code of conduct requirements,
- Adheres to all applicable policies and procedures of MFLC in carrying out the employee conduct and work.
- Perform any other task as maybe assigned from time to time.

EXECUTIVE – TALENT MANAGEMENT & PERFORMANCE

KEY RESPONSIBILITIES:

- Support the HR & Administration Manager in managing overall HR and administrative operations.
- Coordinate recruitment, onboarding, and employee induction processes.
- Oversee staff awards process and ensure accuracy
- Maintain accurate employee records, personnel files, and HR databases.
- Ensure confidentiality and data protection and maintain payroll confidentiality.
- Participate in relevant committees as assigned, ensuring compliance with policies, confidentiality, and proper documentation of proceedings.
- Support performance management processes including appraisals and probation reviews.
- Coordinate employee training, development, and staff engagement initiatives.
- Manage training and development plans.
- Manage organizational development initiatives.
- Provide guidance to employees on HR policies, procedures, and benefits.
- Assist in handling employee relations, grievances, and disciplinary matters.
- Support office administration, coordination, and facility management activities.
- Ensure compliance with company policies, labor laws, and audit requirements.
- Assist in HR process improvements, digitalization initiatives, and other duties assigned by management.

QUALIFICATIONS AND EXPERIENCE:

- Bachelor's degree in human resource management, Business Administration, or a related field
- Minimum 4–6 years of experience in talent management or a related HR function
- Experience in managing end-to-end recruitment, performance appraisal systems, and training and development plans
- Professional HR certification is an added advantage
- Strong knowledge of talent acquisition, performance management, and employee development
- Proficiency in Microsoft Office applications and HR information systems
- Relevant professional qualifications in the field.

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SALARY AND OTHER BENEFITS:

- An attractive remuneration package to suit candidate's qualifications and experience.
- Health Insurance provided upon confirmation.
- Prospect of a rewarding career in a rapidly expanding organization.

Digital job application form available at MFLC website link https://www.mflc.mv/careers. Detailed bio-data/curriculum vitae (CV)/resume, national ID card copy, valid Police report, covering letter, education and employment references supported by two non-related referees should be addressed as below and mailed to (hra@mflc.mv) before November 20, 2026 in person. Please note, only short-listed candidates will be notified.

The Chief Executive Officer
Maldives Finance and Leasing Company Private Limited
Ameer Ahmed Magu, Male' 20-066
(Only Maldivian nationals will be considered)

APPROVED ACCA EMPLOYER

Trainee Development - Gold