Zero Private Limited, 3rd Floor, H. Azum, Ameenee Magu, Malé 20054, Maldives.
Tel: +960 9900105 Email: info@zeromaldives.com Website: zeromaldives.com

JOB VACANCY

We are looking for a hard-working and enthusiastic individual to join our company in the following role.

Position: **Senior HR & Admin Officer**

No. of Vacancies: **1**

ROLE PURPOSE

To do all human resources and administrative functions of the organization by ensuring effective recruitment, employee relations, performance management, compensation and benefits administration, compliance with labor regulations, and efficient office administration. The role is responsible for creating a productive work environment, maintaining HR policies and procedures, supporting management in workforce planning, and ensuring smooth day-to-day administrative operations that contribute to the achievement of organizational objectives.

POSITION DETAILS

Department	Human Resources & Administration
Employment Type	Full-Time, Permanent
Location	Hulhumalé, Republic of Maldives
Compensation	MVR 12,000 – 15,000 (Basic salary + Allowances)
Reports to	Manager, HR & Admin

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KEY RESPONSIBILITIES

Talent Acquisition & Workforce Planning

- Own end-to-end recruitment: job profiling, sourcing, screening, interviewing, and onboarding.
- Manage and provide oversight with the recruitment agencies for overseas recruitment; enforce quality standards and target hiring timelines.
- Maintain workforce planning data and flag resourcing gaps to senior management proactively.
- Manage employee accommodation and related logistics.

HR Policies & Compliance

- Develop, implement, and continuously update the Employee Handbook and all HR policies.
- Ensure full compliance with the Employment Act of Maldives and any applicable labour regulations.
- Draft Employment contracts and related documentation.
- Liaise with the affiliate company to manage the group health insurance scheme; administer premium billing and staff enrolment/exits.

Payroll & Benefits Administration

- Process monthly payroll accurately and on time.
- Manage pension contributions, tax filings related to employment, and other statutory obligations.
- Administer employee leave, benefits, and allowances; maintain accurate records.

Performance Management

- Design and implement the company performance appraisal cycle, including KPI-setting, mid-year reviews, and annual evaluations.
- Coach line managers on effective performance conversations and provide guidance on performance improvement plans.
- Maintain performance records and produce reporting dashboards for senior management.

Legal and corporate compliance

- Coordinate with legal advisor on documentations and support for legal matters.
- Ensure corporate compliance, including Board meetings, business activity registrations, logo registration, and renewals.

Employee Relations & Culture

- Act as the first point of escalation for employee grievances; facilitate fair and timely resolution.

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- Champion a positive workplace culture aligned to Zero's values.
- Conduct exit interviews and report findings and trends to Manager HR & Admin

HR Systems

- Lead the setup, configuration, and maintenance of the HR module.
- Ensure data integrity across all employee records, contracts, and documentation.
- Train the HR & Admin Officer and other relevant staff on workflows.

VISA AND QUOTA Management

- Oversee visa renewals, cancellations, work permit processing, and quota management through the expatriate portal.

Administration Oversight

- Supervise the HR & Admin staff in daily administrative operations: document management, correspondence, scheduling, and office coordination.
- Coordinate with the Operations Manager on facilities and general office administration matters.

Benefits:

- Negotiable based on qualifications and experience
- Variable allowance based on level of effort
- Health Insurance
- Staff Development Trainings

How to Apply:

Interested candidates are invited to send their most recent CV, Educational Certificates, and Experience Letters by **15th November 2026** to **hr@zeromaldives.com**

Contact Information:

Head of Human Resources, Zero Private Limited Hulhumale' Lot 10694, 4th Floor, Haivakaru Magu Male', Maldives Email: hr@zeromaldives.com Web: zero.com.mv Tel: +960 9900105.