



Careers

EXCELLING OPPORTUNITIES

The Mauritius Commercial Bank (Maldives) Pvt Ltd has for the last 15 years been actively contributing to the enhancement of the banking sector in the Maldives, offering a comprehensive range of services to meet the needs of its valued customers. Our continued success will depend on our capacity to be attentive and innovative to our key stakeholders, including our clients and personnel.

We currently have an opportunity for a proactive and dynamic individual with a strong analytical mind-set. If you wish to be part of our team, we invite you to explore the following job vacancy.

HUMAN RESOURCES REPRESENTATIVE

Job Purpose

Assist with administration of the day-to-day operations of the HR function of the Bank

Main Responsibilities

- Provide HR Services to employees as per set service standards.
- Coordinate communication with candidates and organize interviews.
- Maintain Staff records and Personnel files.
- Assist with the administration of work permits and business visas.
- Liaise with other BU's in HR related activities.
- Assist with Staff Payroll preparation.
- To ensure that all Policies and procedures applicable to employees are being respected and are in line with approved standards.

Requirements

- Advanced Diploma or Higher Level Qualification in related field.
- At least 2 years' experience in a similar position
- Strong Knowledge of MS Office tools.
- Excellent communication skills in written and spoken Dhivehi and English Language.

Only candidates meeting the above criteria need to apply along with their CV, copy of National Identity Card, attested, and accredited copies of certificates addressed to:

Human Resources
The Mauritius Commercial Bank (Maldives) Private Limited
H. Sifa Building, Male'
careers@mcbmaldives.com

Closing date for application:
21st September 2023