

Ref No: IAS/MIS/2021-1480

Date: 03rd October 2021

Island Aviation Services Limited is wholly owned by the Government of Maldives and is the operator of the national airline of Maldives – Maldivian. IASL provides International and Domestic Airline related services and Airport Management Services.

MANAGER EMPLOYEE RELATIONS (JOB REF NO: J/2021/53)

Scope of work:

- Plan, develop and implement policies and programs that enhance overall employee engagement, communication and relations while overseeing the compliance of Company employment policies and practices with relevant employment regulations.
- Provide guidance and counsel to employees on employee relations issues and workplace practices.
- Receive, evaluate and respond to employee grievances and appeals.

Qualifications:

- Bachelors or higher qualification in Human Resources or Business Management
- Prior experience in general Human Resources management and grievance handling

Abilities/Skills:

- Strong written and verbal communication skills
- Sound judgement and decision-making skills
- Problem analysis and resolution
- Discretion, integrity and confidentiality
- Conflict management and resolution
- Collaborative skills
- Strong supervisory and leadership skills

Location:

Human Resources Department / Corporate Headquarters

MANAGER PAYROLL AND BENEFITS (JOB REF NO: J/2021/54)

Scope of work:

- Develop, implement and review company pay structures and employee benefits programs.
- Develop, implement, maintain and review payroll processes to ensure timely and accurate processing of payroll transactions including salaries, benefits, taxes and other deductions.

Qualifications:

- Bachelors or higher qualification in Human Resources or Accounting
- Prior experience with formulating and implementation of pay related policies and procedures

Abilities / Skills

- Extensive knowledge of the payroll function including preparation, reconciliation and internal control
- Excellent organizational skills and attention to details
- Strong analytical and problem-solving skills
- Strong supervisory and leadership skills
- Proficient with Microsoft Office Suite and related software

Location:

Human Resources Department / Corporate Headquarters

INTERESTED CANDIDATES FOR ABOVE POSITIONS SHOULD SUBMIT THE FOLLOWING DOCUMENTS:
Completed Application Form (available to download from www.maldivian.aero) **with Curriculum Vitae, Copies of Educational Certificates and National Identity Card**

No later than **1400hrs of 10th October 2021 (Sunday)** to:

Human Resources Department
Island Aviation Services Ltd
Dar Al-Eiman, Majeedhee Magu
Male', 20345 Republic of Maldives
Email: careers@iasl.aero
Phone: 3331292/3024705

NOTE: Applications with inaccurate information, which do not meet the above requirements and which are incomplete will be disqualified.

**Educational certificates acquired from overseas institutions must be accredited by MQA.
(Only Maldivians will be accepted for the above positions & only shortlisted applicants will be notified)**