

Career Opportunities

PERFORMANCE AND REWARDS EXECUTIVE (HUMAN RESOURCES)

General Requirements

- A' Level or Diploma in Human Resources or related field
- Prior hands on experience in payroll process, staff leaves & ticketing
- Familiar with HR systems
- Dynamic personality and able to multi-task
- Excellent communication and interpersonal skills
- Proven ability to work effectively in a multi-cultural environment
- Problem-solving and strategic-thinking skills
- Fluent in English and Dhivehi
- Good in MS Office (Excel)

Job Specification

- Primarily responsible for handling staff leaves including leave application, maintaining records and updating leave trackers
- Assist in monthly payroll and calculation of full and final pay
- Process staff health insurance records and ticketing
- Monitor staff attendance and generate periodic attendance reports from ESS
- Maintain and upload staff rosters
- Prepare correspondences related to employment changes
- Assist in providing ESS training
- Assist in preparing employee withholding tax and pension reports
- Filing of all documents
- Provide effective and efficient administrative supports to the department
- Any other HR assignments relevant to the job

Salary & Benefits

- Salary based on qualifications and experience
- 30 Days Paid Annual Leave
- Medical Insurance
- Meal while on duty

How to Apply

Interested candidates may log on to <https://www.careers-page.com/tree-top-hospital-maldives#openings> to submit application (updated CV), before 1600 on **August 5, 2026**.

We thank all applicants for their interest, however, only those selected for further consideration will be contacted.