



بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



TERMS OF REFERENCE

Post: Assistant Document Controller

Reporting relationship: Head of Planning

Employment Type: Ordinary (first year on contract)

Gross Salary: MVR 14,990

RESPONSIBILITIES AND DELIVERABLES

1. Read and interpret contract provisions and set up/maintain accurate project information model in the company server. In addition, it is required to daily upload the documents including all the relevant logs to the cloud base storage system (Microsoft SharePoint)
2. Liaise with Project Manager in all documents controlling functions and processes.
3. Prepare, organize, and distribute all necessary project materials.
4. Attending all project meetings and preparing meeting minutes. Further, circulating minutes of meetings with relevant stakeholders and keeping track records including filing of minutes.
5. Daily routine activities of Document Control include distribution of documents, maintaining electronic folders and directories, tracking and retrieval of documents and drawings.
6. Storing hard copies and electronic copies of all projects related documents such as design/shop/as built drawings, RFIs, Method Statements, Material approval documents including MTC and catalogues, Engineer's Instructions, Non- Compliance Reports, claim documents etc. in an orderly manner in line with project policies and procedures.
7. Ensure document management according to the established procedures/standards including document numbering, formats, issuance, review, recording, and archiving.
8. Maintaining and regularly updating the Master Document register in cooperation with the project team. Master Document Register includes the below elements and not limited to:
 - I. Shop drawing/GFC, design drawings, and as built drawing registers (Structural, Architectural, MEP, and ID)
 - II. Correspondence register – Main log includes all correspondence in and Correspondence out.
 - III. Schedules and specifications.
 - IV. Material approval registers with all back up documents (Structural, Architectural, and MEP materials)
 - V. Approved Method Statement Registers.



- VI. Non-Compliance Report register.
 - VII. Confirmation of verbal instructions.
 - VIII. Progress reports and other reports.
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9. Coordinate with the Contractors in order to address the matters relevant to Document Controlling.
 10. Receiving and distribution of all the documents.
 11. Preparation of weekly/biweekly reports highlighting the status of the main correspondence register. This includes the status of communication and due responses from relevant parties.
 12. Set up and maintain project folders in the server as well as in the share point to facilitate the project communication process.
 13. Communicate with local statutory authorities in receiving specific project documents, routine and special approvals for project related works, duty exemption letters for imported materials, jetty space allocation in receiving project related
 14. goods and maintaining the documented records (both electronic and hard copies) as per project/ company requirement.

REQUIREMENTS

- a) MQA level 5 qualification in relevant field with 1 year of experience.

SKILLS AND COMPETENCIES

- a) Experience with office management software such as MS Office (MS Excel and MS Word) and familiar with other designing software such as Photoshop and AutoCAD.
- b) Using BIM software will be an added advantage.
- c) Good communication, presentation and writing skills in both English and Dhivehi. Must be able to communicate complex details required for designs effectively through different channels.
- d) Must be able to work independently, be reliable and organized.
- e) Proven outstanding quantitative skills, decision-making skills, analytical and problem-solving skills. Additionally, must be able to provide high-level technical support. Able to make quick decisions and solve technical problems and adapt to client requirements.
- f) Highly organized and should be able to multitask.