



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



TERMS OF REFERENCE

Post: Assistant Project Officer

Reporting relationship: Manager, Project Management

Employment Type: Contract (1 Year)

Gross Salary: MVR 10,925

RESPONSIBILITIES AND DELIVERABLES

1. Collaborate closely with the Project Manager to ensure effective execution of document control functions.
2. Efficiently organize and distribute all necessary project materials.
3. Attending project meetings, document minutes, and circulate them among relevant stakeholders.
4. Perform daily document control tasks, including distribution, tracking, and retrieval.
5. Ensure strict adherence to established document management standards and procedures.
6. Regularly update and maintain the Master Document register in cooperation with the project team.
7. Coordinate effectively with contractors on all document control matters.
8. Coordinate with stakeholders under the instruction of Project Manager, by maintaining open communication channels and addressing their needs and concerns in a timely and professional manner.
9. Prepare and distribute comprehensive status reports, providing insights into document correspondence status.
10. Accurately collect and record construction work and progress data as per the guidelines outlined by the Project Manager.

REQUIREMENTS

1. Minimum 5 passes in GCE O, Level Qualification.

SKILLS AND COMPETENCIES

1. Proficient in document control, ensuring organization and tracking according to standards.



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2. Strong communicator, collaborating with stakeholders and promptly addressing concerns.
3. Detail-oriented with adaptability to changing project needs for efficient task management.
4. Analytical and proactive in collecting data, identifying issues, and providing comprehensive reports.
5. Must be able to work independently, be reliable and organized.
6. Experience with office management software such as MS Office (MS Excel and MS Word)