

Post: Assistant Officer (Temporary)

Reporting Relationship: Director, Legal

Gross Salary: MVR 12,140.00

RESPONSIBILITIES AND DELIVERABLES

1. Assist in the evaluation process for housing unit applications.
2. Compile and verify lists of selected candidates for housing/land unit allocations.
3. Ensure accurate and up-to-date records of all evaluations and selections.
4. Perform general administrative duties including filing, data entry, and document management.
5. Maintain organized records and ensure all documentation is accessible and up to date.
6. Assist in coordinating the unit/lot handover processes.
7. Facilitate the signing of agreements with the selected candidates.
8. Ensure all documentation related to handovers and agreements is properly managed and stored.
9. Assist in the preparation of reports and presentations related to housing/land unit allocations.
10. Liaise with applicants and respond to inquiries regarding the housing/land allocation process.
11. Coordinate with various departments to ensure smooth operation and communication flow.
12. Provide support in organizing meetings and taking minutes when required.
13. Support the team with any other administrative tasks as needed.
14. Assist in the coordination and execution of special projects and initiatives.
15. Collaborate with the Data Team and other departments.

EMPLOYEE SPECIFICATION

- Completed A' level with minimum 3 passes and /or Completed O' levels with minimum 5 passes.
- Previous administrative experience is an advantage but not required.

OTHER COMPETENCIES

- Strong organizational skills with attention to detail.
- Proficiency in Microsoft Office Suite will be an added advantage (Word, Excel, PowerPoint).
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Willingness to work longer hours to meet project deadlines.
- High level of integrity and professionalism.
- Strong work ethic and a proactive approach to tasks.
- Ability to manage multiple tasks simultaneously.