



## Terms of Reference – Inspection Officer

### Reporting Relationships

The Assistant Inspection Officer will report to the Head of Operations and is expected to work closely with other departments of the Operations Division.

### Overall Responsibilities

The Assistant Inspection Officer will mainly carry out and assist with inspections and related works within the Business Center Corporation.

### Scope of Work

- Carry out all work related to inspection of worksites
- Inspection of work-sites submitted for quotas
- Assisting in ensuring that the information submitted in the application is true and free from misstatements.
- Preparation and submission of inspection reports/documents.
- Attending to phone calls, emails, etc. received relevant to employer inspection and compliance.
- Carrying out regular follow up on non-compliant employers and inspection report timelines.
- Carrying out any other task required by Business Center.

### Qualification / Work Experience

- GCE A Level / MQA Level 5 or 6 certificate or qualification
- Preference will be given to candidates with experience in basic surveying, data collection and report preparation.
- Proficiency in using computer applications and Microsoft Office software package.
- Fluency in Dhivehi and English language.

### Competencies and Skills

- Should be a proficient user of the MS Office package, specially MS Word and Excel, with the necessary Thaana typing skills.
- Should have excellent communication skills in order to be able to deal effectively with personnel from the public and private sectors in person and over the phone.
- Should be able to multi-task and handle tasks simultaneously.
- Should be highly organized and be able to work positively and constructively within high pressure environments.
- Should also be able to maintain effective working relationships, respond well to stress, and have good communication and situation management skills.

**\* Salary is negotiable based on qualification and experience.**