

HDC (161)-HR/IU/2019/126

18th September 2019

**Assistant Project Officer**

**Project Management & Development**

**MINIMUM QUALIFICATION & REQUIREMENT**

1. A ‘Level 3 Passes **OR**
2. O ‘Level 5 Passes (Including Dhivehi & English) with minimum 2 years’ relevant experience in the field

**OVERALL SCOPE**

Carry out administrative works with respect to the implementation and execution of projects under the guidance of HOS/Project Manager

**SCOPE OF WORK**

* Tracking and recording daily correspondence, handling all the incoming and outgoing communication and keeping the supervisor(s) informed.
* Prepare and format initial of documents required for projects under the guidance of supervisor
* Prepare memos/letters/reports or any other documents as required by the supervisor
* Record minutes of meetings and follow-up on the issues raised
* Assist in carrying out project implementation activities
* Assist in carrying out site supervision when necessary
* Any other related works as directed by HOD or immediate supervisor

**JOB SKILLS AND SPECIFICATIONS**

* Knowledge of Administration and Clerical work
* Should be an effectual communicator verbally as well as through writing skills
* Should be well organized, detail-oriented, forward thinking and proactive
* Should be familiar with Microsoft office package
* Should be able to work as an individual and as a flexible team player
* Should be able to priorities tasks and manage one's own time effectively.

**SALARY PACKAGE:**

Gross Salary between 10,800.00 to 12,000.00 based on qualification and experience.

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**Application Address**

Housing Development Corporation Ltd.

HDC Building

 Ground Floor

Phone: +960 3353535

Fax: +960 3358892

Email: hr@hdc.com.mv

Website: [www.hdc.com.mv](http://www.hdc.com.mv)

**Application Process:**

Download ([www.hdc.com.mv](http://www.hdc.com.mv/downloads/corporate.php) ) or pick up an Application Form from our office and submit completed application form with your CV, copies of accredited certificates, Job reference letters, **Police Report** (required to submit if shortlisted for interview) and ID card or Driver’s License copy

**Application Deadline: Date: 25th September 2019 (Wednesday) Time: 14:00hrs**

**JOB VACANCY**