**JOB VACANCY**



HDC (161)-HR/IU/2019/139

10th October 2019

**Assistant Community Engagement Officer**

**Municipal Services**

**MINIMUM QUALIFICATION & REQUIREMENT**

1. A ‘Level Pass **OR**
2. O ‘Level Pass with minimum 2 years’ experience

**OVERALL SCOPE**

Carrying out administrative works of Community Engagement Section

**SCOPE OF WORK**

* Assist in effective delivery of community engagement process
* Assist in variety of Community engagement (eg. Developing interaction and feedback of citizens, developing relationships with citizens and communities, creating platforms for community engagement in development of Hulhumale’)
* Assist in creating an engaging, inclusive participatory activities and events which allows voice of the community to be heard
* Collection of community leaders /key personal data
* Arrange meeting and events
* Assist in other community related work as assigned by supervisor
* Raise PR related to the section

**JOB SKILLS AND SPECIFICATIONS**

* Basic knowledge of MS Office
* Able to adapt to changing work conditions and assignments
* Exceptional interpersonal, organizational and negotiation skills
* Strong written and oral communication skills
* Willing and able to multi-task
* Able to demonstrate non-judgmental approach towards others
* Display honesty, integrity, awareness of confidentiality and ethical issues
* Focused and target oriented
* Able to work as a part of a team
* Able to travel on occasions when required

**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: 17th October 2019 (Thursday) Time: 14:00hrs**