

HDC (161)-HR/IU/2019/146

28th October 2019

**Assistant Urban Designer**

**Planning & Development**

**MINIMUM QUALIFICATION & REQUIREMENT**

1. Bachelor’s Degree or MNQF Level 7 Qualification in relevant field
2. Relevant experience in the field will be an added advantage

**OVERALL SCOPE**

Coordinating the planning process.

**SCOPE OF WORK**

* Consult with stakeholders and other interested parties and develop creative and original planning solutions.
* Research and design planning policies to guide development and assess planning applications and monitor outcomes as necessary.
* Understand, research and analyze data to help inform strategic developments.
* Prepare design layouts and draft designs statements and related technical drawings and maps.
* Use information technology systems such as CAD (computer-aided design) or GIS (geographical information systems).
* Understand and keep up to date with legislation associated with land use and government policies, local laws, regulations and standards of planning.
* Visits sites to assess the effects of proposals on people or the environment and the urban development.
* Execute multiple complex advance / special projects; organizes and employs resources to achieve projects.
* Carry out any other relevant and necessary jobs for the overall completions of projects.

**JOB SKILLS AND SPECIFICATIONS**

* Drafting / AutoCAD and other 3D design software skills.
* Able to read and interpret engineering drawings and specifications.
* Should be effectual communicator verbally as well as through writing skills.
* Should be able to work as an individual and as a flexible team player.
* Should be able to work through flexible hours
* Should be able to priorities tasks and manage one's own time effectively.

**SALARY PACKAGE:**

Gross Salary between 16,250.00 to 18,125.00 based on qualification and experience.

**………………………………………………………………………………………………………………………………..**

**Application Address**

Housing Development Corporation Ltd.

HDC Building

Ground Floor

Phone: +960 3353535

Fax: +960 3358892

Email: [hr@hdc.com.mv](mailto: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: 05th November 2019 (Tuesday) Time: 14:00hrs**

**JOB VACANCY**