

JOB VACANCY

HDC(161)-HR/IU/2019/181
29th December 2019

**Assistant Planning Officer
Planning & Development Department**

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

Assist in coordinating the planning process.

SCOPE OF WORK

- Assist in research and design planning policies to guide development assess planning applications and monitor outcomes as necessary.
- Assist in preparation of design layouts and related technical drawing and maps.
- Use information technology systems such as CAD (computer-aided design) or GIS (geographical information systems).
- Visit sites to assess the effects of proposals on people or the environment and the urban development.
- Interpret and understand engineering and architectural, concepts, works and methodologies.
- Ensure proper documentation of all relevant activities.

JOB SKILLS AND SPECIFICATION

- Should be familiar with Microsoft office package/AutoCAD.
- 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.
- Strong interpersonal skills.
- Should be able to priorities tasks and manage one's own time effectively.

SALARY PACKAGE:

Gross Salary between 10,800.00 to 12,900.00 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
Website: www.hdc.com.mv

Application Process:

Download (www.hdc.com.mv) 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: 06th January 2020 (Monday)****Time: 14:30hrs**