

**JOB VACANCY**

HDC(161)-HR/IU/2019/182  
29<sup>th</sup> December 2019

**Assistant Architect  
Planning & Development****MINIMUM QUALIFICATION & REQUIREMENT**

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

**OVERALL SCOPE**

Responsible for designing and developing of concepts, technical drawings of projects carried out by the Corporation and assist in building designs and implementing guidelines.

**SCOPE OF WORK**

- Execute multiple, complex advance/special projects; organizes and employs resources to achieve project objectives; prepares and monitors project budgets.
- Preparation and drafting of architectural and related technical drawings and maps.
- Understand and apply all aspects of local laws, regulations, policies, procedures and standards pertaining to the planning process.
- Check planning aspects of all drawings submitted for building approval.
- Preparation of registration and agreement drawings.
- Assist in building approval process.
- Carry out inspection of ongoing and completed buildings as and when required.
- Ensure proper documentation of all relevant activities.

**JOB SKILLS AND SPECIFICATIONS**

- AutoCAD and Drafting skills
- Should be able to interpret maps, site and building plans and specifications, graphs and statistical data.
- Should be able to interpret and understand engineering and architectural plans, concepts and methodologies.
- 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 familiar with Microsoft office package
- 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)) 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: 07<sup>th</sup> January 2020 (Tuesday)****Time: 14:30hrs**