

TERMS OF REFERENCE FOR DISPATCH OFFICER

Post: Dispatch Officer
Department: Administration Department
Gross Salary: MVR 7,000.00
Reporting relationship: Reports to the HOD

RESPONSIBILITIES AND DELIVERABLES:

1. Dispatching of office documents.
2. Performing general office clerk duties and errands.
3. Collect quotations from suppliers/sellers and collect office purchases from suppliers/sellers as required.
4. Provide filing services and other office related documentation.
5. Provide office support to all the departments of the corporation.
6. Manage and maintain pantry supplies.
7. Assist in setting up meeting room and arranging refreshments.
8. Open and close the office as required by the Office.
9. General office up keeping and maintenance of office premises.
10. Completing other tasks related to the work of the department assigned by the Supervisor

REQUIREMENTS

- Completed Secondary Education or literate in English and Dhivehi
- Relevant working experience
- Valid driving license (Owning a motorcycle would be an added advantage)

COMPETENCIES

- Experience in an office environment would be an added advantage
- Good interpersonal and communication skills



APPLICATION FORM FOR EMPLOYMENT

Applicant's
passport size
photo

1. Job Details	
Applied position:	
Announcement Reference:	

2. Applicant's Details			
2.1. Full Name:			
2.2. Permanent Address:		2.7. Date of Birth:	
2.3. Current Address:		2.8. Age:	
2.4. ID Card Number:		2.9. Gender:	Male <input type="checkbox"/> Female <input type="checkbox"/>
2.5. E-mail Address:			
2.6. Mobile Number:			

3. Educational Qualification					
G.C.E Ordinary Level and S.S.C Results			G.C.E. Advanced Level and H.S.C Results		
Subject	Grade	Year	Subject	Grade	Year

Higher Educational Qualification					
Program	Level	From	To	Institute/ Country	

4. Employment History			
Designation	Office	From	To

5. Applicant's Declaration

I declare that all information provided in this application is accurate and complete. I understand that false, misleading, incomplete or omitted information could lead to the invalidation of my application.

Applicant's Signature:

Date:

Documents to submit: (Please check if the following documents have been included)

- 1. Curriculum Vitae (CV)
- 2. Educational Certificates (Accredited and Attested copies)
- 3. Copy of National ID card
- 4. Job Reference Letters (Previous/current employment)
- 5. Police Report (On request prior to finalizing of employment)
- 6. Portfolio (if applicable)

Please submit completed application form, with relevant supporting documents addressed to:

HUMAN RESOURCES,
Fahi Dhiriulhun Corporation
8th Floor, H. Orchid
20095, Ameeru Ahmed Magu,
K. Malé, Republic of Maldives.