

**JOB VACANCY**

HDC (161)-HR/IU/2020/66  
9<sup>th</sup> March 2020

**IT Support Assistant  
Corporate Affairs, Administration & ICT****MINIMUM QUALIFICATION & REQUIREMENT**

1. A 'Level 3 Passes **OR**
2. O 'Level 5 Passes (Including Dhivehi & English) with minimum 2 years' experience in a relevant field.

**OVERALL SCOPE**

Monitoring and maintaining ICT systems and technical problem solving with regard to providing a high quality ICT service to the organization.

**SCOPE OF WORK**

- Serve as the first point of contact for staffs seeking ICT technical assistance.
- Working with staffs to identify computer problems and advising on the solution.
- Installing and configuring computer hardware, software, systems, networks, printers and scanners.
- Monitoring and maintaining computer systems and networks.
- Responding in a timely manner to service issues and requests.
- Providing technical support including repairing and replacing equipment when necessary.
- Testing new technology and carryout other tasks within the scope of job.

**JOB SKILLS AND SPECIFICATIONS**

- Has genuine interest in the field and keen to learn and get trained.
- Able to adapt to frequent changes in workload.
- Communication skills.
- Should be able to priorities tasks and manage one's own time effectively.
- Able to work after office hours and odd hours based on requirement.
- Physically fit to carryout manual works such as occasional carrying and lifting of heavy equipment.
- Having an IT qualification or having studied computer science would be an added advantage.
- Has utmost integrity and able to maintain confidentiality

**SALARY PACKAGE:**

Gross Salary of 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](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 offices and submit completed application form with your CV, copies of accredited certificates, Job reference letters, **Police Report** and ID card or Driver's License copy

**Application Deadline:****Date: 16<sup>th</sup> March 2020 (Tuesday)****Time: 14:30hrs**