

**JOB VACANCY**

HDC (161)-HR/IU/2020/145  
17<sup>th</sup> August 2020

**Development Control Officer  
Municipal Services****MINIMUM QUALIFICATION & REQUIREMENT**

1. Diploma or MNQF Level 5 Qualification in a relevant field.
2. Experience in a relevant field will be an added advantage.

**OVERALL SCOPE**

Carrying out all day to day administrative work and assist in Municipal Services in order to meet mandated requirements and to support municipal operations.

**SCOPE OF WORK**

- Checking all drawings submitted for building approval as per the guidelines.
- Carrying out inspection from foundation laying to complete building.
- Processing foundation and building usage permits
- Attending all incoming letters related to foundation and building usage permits.
- Raising PR related to work when necessary
- Preparing letters, memos and necessary documents relevant to the section.
- Dealing with daily correspondence and handling all the incoming and outgoing documents in a proper manner.
- Carry out any other relevant and necessary jobs for the overall completion of the building approval process as well as within the department.

**JOB SKILLS AND SPECIFICATIONS**

- Drafting / AutoCAD skills.
- Should be familiar with Microsoft office package
- Excellent interpersonal skills.
- Should be able to work in the field.
- Should possess knowledge of basic budget management and calculations.
- Should be well organized, detail-oriented, forward thinking and proactive.
- Should be able to work as an individual and as a flexible team player
- Should be able to priorities tasks and manage one's own time effectively.
- Should be an effectual communicator verbally as well as through writing skills

**SALARY PACKAGE:**

Gross Salary between 12,500.00 to 16,250.00 based on qualification and experience.

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**Application Process:**

Send your application along with CV, copies of accredited certificates, Job reference letters, Police Report and ID card or Driver's License copy via the link (<https://rb.gy/akcils>). For any additional queries please contact 3355305.

**Application Deadline:****Date: 23<sup>rd</sup> August 2020 (Sunday)****Time: 14:00hrs**