

**JOB VACANCY**

HDC (161)-HR/IU/2020/173  
14<sup>th</sup> September 2020

**Assistant Project Officer  
Project Management & Development****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**

Carry out administrative works with respect to the implementation and execution of projects under the guidance of HOS/Project Manager

**SCOPE OF WORK**

- Tracking and recording daily correspondence, handling all the incoming and outgoing communication and keeping the supervisor(s) informed.
- Prepare and format initial of documents required for projects under the guidance of supervisor.
- Prepare memos/letters/reports or any other documents as required by the supervisor.
- Record minutes of meetings and follow-up on the issues raised.
- Assist in carrying out project implementation activities.
- Assist in carrying out site supervision when necessary.

**JOB SKILLS AND SPECIFICATIONS**

- Knowledge of Administration and Clerical work
- Should be an effectual communicator verbally as well as through writing skills
- Should be well organized, detail-oriented, forward thinking and proactive
- Should be familiar with Microsoft office package
- 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.

**SALARY PACKAGE:**

Gross Salary between 10,800.00 to 12,000.00 based on qualification and experience.

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**Application Process:**

Send the Job application along with your CV, copies of accredited certificates, Job reference letters, Police Report and ID card or Driver's License copy through the link (<https://rb.gy/81vkpb>). For any additional queries please contact to 3355305.

**Application Deadline:****Date: 20<sup>th</sup> September 2020 (Sunday)****Time: 14:00hrs**