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October 20, 2020

CAREER OPPORTUNITY

Housing Development Finance Corporation (HDFC) PLC, established in January 2004, is the only specialized housing finance institution in the Maldives. HDFC is a privatized company with International Shareholders represented by International Finance Corporation (IFC of World Bank Group), Asian Development Bank and HDFC Investments Ltd. of India, jointly holding 51% of shares. Our mission is to offer financial and social strength to all Maldivian citizens by providing home finance and other savings and investment products managed professionally and profitably to the highest standards, and to the complete satisfaction of all stakeholders.

In accordance with our business plan, HDFC Plc has a vacancy for the right candidate who can provide support to the ADMIN & HR Team of the company in the capacity of an Assistant Administrative Officer.

Job Title: ASSISTANT ADMINISTRATIVE OFFICER

Major Responsibilities: -

Overall responsibilities include Administrative Function of the Organization and Human Resource Management.

Required Qualification & Experience

- Diploma or GCE A' Level / O' Level (03 Passes)
- Fast typing skills (Dhivehi/English)
- Ability to deliver effective results, meet deadlines for targets
- Should be an effectual communicator verbally as well as through writing skills
- Ability to work under pressure
- Competent with General Office Software
- Work experience in a similar field would be an advantage.

Salary

- Negotiable commensurate with qualifications and experience.

Other Benefits

- Service allowance
- Fixed monthly Cost of Living Allowance
- Health Insurance (as per company policy)

Term of Contract: 12 months (Renewal subject to performance review)

In general, all candidates should demonstrate a high level of integrity and good character. The ideal candidate would be an enthusiastic and excellent team player with motivational skills and possess a pleasant disposition. He or she should be appropriately attired at all times and be extremely presentable with an unblemished track record of ethical conduct.

Interested candidates are requested to submit application (downloadable website: www.hdfc.com.mv) with CV, copy of ID card, police report, copy of attested educational certificates and other supporting documents on or before October 26, 2020, 2:30 pm.

Only shortlisted candidates will be contacted for interview.

Human Resource Department
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