



JOB VACANCY

HDC(161)-HR/IU/2020/223
1st November 2020

Municipal Officer Municipal Services

MINIMUM QUALIFICATION & REQUIREMENT

1. Diploma or MNQF Level 5 Qualification in relevant field. **(OR)**
2. A'Level 3 passes or MNQF Level 4 Qualification in relevant field with minimum 3 years' experience in relevant field.

OVERALL SCOPE

Monitor MyHulhumale' portal regarding municipal permits and assist in permit approval process.

SCOPE OF WORK

- Processing municipal related permits.
- Attending all incoming letters related to municipal permits.
- Coordinate with building control section and surveyors.
- Monitor MyHulhumale' portal regarding municipal permit related requests and system data and prepare management reports.
- Liaise with relevant departments regarding permit requests.

JOB SKILLS AND SPECIFICATIONS

- Should be familiar with Microsoft office package and any other work relevant software.
- Should be able to work as an individual and as a flexible team player
- Strong communication skills (verbal as well as written)
- Should be able to priorities tasks and manage one's own time effectively
- Strong interpersonal skills
- Ability to manage multiple projects and work to tight deadlines.

SALARY PACKAGE:

Gross Salary between 12,500.00 to 16,250.00 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 via the link (<https://rb.gy/p1wvti>). For any additional queries please contact to 3355305.

Application Deadline:

Date: 8th November 2020 (Sunday)

Time: 14:00hrs