

JOB VACANCY

HDC(161)-HR/IU/2020/311

24th December 2020

Operations Officer Thilafushi & Gulhifalhu Operations

MINIMUM QUALIFICATION & REQUIREMENT

1. Diploma or MNQF Level 5 Qualification in relevant field with minimum 2 years' experience in relevant field. **(OR)**
2. O'Level or MNQF Level 3 Qualification in relevant field with minimum 8 years' experience in relevant field.

OVERALL SCOPE

Assisting HOS in preparing, planning and executing landscaping and greening plans.

SCOPE OF WORK

- Managing and monitoring planting operations, scheduling and maintaining of parks, avenue tree pruning and hedges under the guidance of HOS.
- Supervision of staff in relation to greening & maintenance duties and work assignments.
- Assisting the HOS in delivering the departmental objectives.
- Maintaining and managing all records related to the section in an easily retrievable manner where required.

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/oac31t>). For any additional queries please contact to 3355305.

Application Deadline:

Date: 30th December 2020 (Wednesday)

Time: 14:00hrs