

JOB VACANCY

HDC (161)-HR/IU/2021/38
19th January 2021

**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/lc47o8>). For any additional queries please contact 3355305.

Application Deadline:**Date: 25th January 2021(Monday)****Time: 14:00hrs**