

JOB VACANCY

HDC(161)-HR/IU/2021/41
20th January 2021

Jetty Post Officer
Thilafushi & Gulhifalhu Operations

MINIMUM QUALIFICATION & REQUIREMENT

O'Level or MNQF Level 3 Qualification in relevant field with minimum 1 year experience in relevant field.

LOCATION

Thilafushi

OVERALL SCOPE

Responsible to provide administrative assistance required to ensure day to day operations of jetties and harbors are in compliance with regulatory and legal requirements under the supervision of the senior jetty compliance officer.

SCOPE OF WORK

- Documentation of vessel's Inward and Outward clearances.
- Maintaining jetty logs and ensuring that a concise jetty handover is undertaken on shift change to ensure continuity of service and minimize the possibility of errors.
- Pre-arrival and post departure checking and cleaning up of jetty area to maintain good housekeeping.
- Providing information for incident investigations as required ensuring continuous improvement and standards are maintained.
- Answer any relevant enquiries
- Reporting all observations of defects, near misses and incidents that could have or did compromise health, safety, environment or security.

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.

SALARY PACKAGE:

Gross Salary between 8,500.00 to 10,800.00 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/bzd8kn>). For any additional queries please contact to 3355305.

Application Deadline:

Date: 26th January 2021 (Tuesday)

Time: 14:00hrs