

JOB VACANCY

HDC (161)-HR/IU/2021/52
21st January 2021

Monitoring 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

Overall monitoring of operation's site and ongoing operational works.

SCOPE OF WORK

- Coordinate with relevant sections and monitor status of ongoing daily operational works.
- Prepare performance and management reports.
- Conduct on-site inspections for health and safety.
- Overall monitoring of attendance and overtime of operational staffs.
- Plan and monitor site and accommodation's cleaning and maintenance.
- Attend all correspondents related to Hulhumale' operations.

JOB SKILLS AND SPECIFICATIONS

- Should be familiar with Microsoft office package and any other work relevant software.
- Should be familiar with Microsoft office package.
- Excellent interpersonal skills.
- Should be able to work in the field.
- 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/zoe2io>). For any additional queries please contact 3355305.

Application Deadline:

Date: 27th January 2021(Wednesday)

Time: 14:00hrs