



**JOB VACANCY**

HDC(161)-HR/IU/2021/83  
16<sup>th</sup> February 2021

**Assistant Planning Officer**  
**Planning & Development Department**

**MINIMUM QUALIFICATION & REQUIREMENT**

1. A-Level 3 Passes (**OR**)
2. O-Level 5 Passes (Including Dhivehi & English) with minimum 2 years' relevant experience in the field.

**OVERALL SCOPE**

Assist in coordinating the planning process of Design & Development Section.

**SCOPE OF WORK**

- Assist in drafting and formatting of tender and contract documents.
- Assist in arranging and coordinating the negotiation and signing process of contracts.
- Assist in research and development of building and designing guidelines.
- Preparation of minutes of meetings.
- Ensure proper documentation of all relevant activities of the department.
- Assist in research and adopt performance strategies for continuous development.
- Organize and arrange inter coordination alignment.
- Visit sites to assess and monitor ongoing projects.
- Update GIS (geographical Information System) and MS Dynamics for Building level information entry.

**JOB SKILLS AND SPECIFICATIONS**

- Should be familiar with Microsoft office package/AutoCAD.
- 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 12,000.00 to 12,900.00 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/0sqsrif>). For any additional queries please contact to 3355305.

**Application Deadline:**

**Date: 22<sup>nd</sup> February 2021 (Monday)**

**Time: 14:00hrs**