

## JOB VACANCY

HDC(161)-HR/IU/2021/84  
16<sup>th</sup> February 2021

### Assistant Administrative Officer Corporate Legal Affairs

#### 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

Providing a full range of clerical and administrative support to legal team.

#### SCOPE OF WORK

- Obtain any relevant information/document required to prepare agreements by coordinating with other departments.
- Managing and maintaining proper filing of agreements and all other correspondences and documents of legal unit.
- Assist in preparing documents such as documents required for litigation and registration process.
- Assist in the process of transfer of property ownership.
- Preparation of legal notices to clients.
- Preparing court case files, updating court cases and calendar.
- Preparation of daily, weekly, monthly reports.
- Maintain entry and dispatch records of legal unit's documents.

#### JOB SKILLS AND SPECIFICATIONS

- Knowledge of Administration and Clerical work.
- 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 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/ukjb0b>). For any additional queries please contact to 3355305.

**Application Deadline:**

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

**Time: 14:00hrs**