



Ref No: HDFC/IU/2017/06

March 6, 2017

DOCUMENT ARCHIVING ASSISTANT

Housing Development Finance Corporation (HDFC) PLC, established in January 2004, is the only specialized housing finance institution in the Maldives. HDFC is a privatized company with International Shareholders represented by International Finance Corporation (IFC of World Bank Group), Asian Development Bank and HDFC Investments Ltd. of India, jointly holding 51% of shares. HDFC is committed to creating a sustainable Home Mortgage program to fulfill the growing housing needs in the Maldives. Our mission is to offer financial and social strength to all Maldivian citizens by providing home finance and other savings and investment products managed professionally and profitably to the highest standards, and to the complete satisfaction of all stakeholders.

In accordance with our business plans, HDFC PLC has a vacancy for the right candidate who can provide support to the company in the capacity of;

Job Title: DOCUMENT ARCHIVING ASSISTANT x 4

Major Responsibilities:-

Conversion of paper files to electronic format which involves File/Document sorting and preparation, Scanning, Indexing and Data entry, Image processing.

Required Qualification & Experience

- Minimum O'Level
- General Computer Skills, Proficiency with Microsoft Windows – Word, Excel and web browsers.
- Good Knowledge of English both in the form communication and deliverables
- Good typing skills
- Must be able to follow written and verbal procedures and instructions.
- Must be able to maintain a high degree of accuracy.
- Ability to maintain confidentiality.
- Excellent in attendance and work ethic
- Be Collaborative and team oriented
- May require to work overtime including weekends

Term of Contract: 03 months

Salary: MVR 250 per day

In general, all candidates should demonstrate a high level of integrity and good character. The ideal candidate would be an enthusiastic and excellent team player with motivational skills and possess a pleasant disposition. He or She should be appropriately attired at all times and be extremely presentable.

Interested candidates are requested to submit application (downloadable website: www.hdfc.com.mv) with CV, copy of ID card, copies of attested educational certificate and other supporting documents on or before March 14, 2017, 2.30 PM. Only shortlisted candidates will be contacted for interview.

**Human Resource Department
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