

JOB VACANCY

HDC(161)-HR/IU/2021/146
31st March 2021

Jetty Post Officer
Thilafushi & Gulhifalhu Operations

MINIMUM QUALIFICATION & REQUIREMENT

1. O'Level or MNQF Level 3 Qualification in relevant field with minimum 1 year of experience in relevant field. **(OR)**
2. Completed Grade 8 with minimum 2 years of experience in relevant field.

LOCATION

Thilafushi

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.
.....

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/obwus6>). For any additional queries please contact to 3355305.

Application Deadline:

Date: 6th April 2021 (Tuesday)

Time: 14:00hrs