

JOB VACANCY

HDC(161)-HR/IU/2021/158

8th April 2021**Assistant Project Officer
Hulhumale' Operations****MINIMUM QUALIFICATION & REQUIREMENT**

1. A'Level (**OR**)
2. O'Level with minimum 2 years of experience in relevant field.

SCOPE OF WORK

- Plan, schedule, and coordinate work /activities of public infrastructure maintenance under the guidance of Supervisor.
- Assist Supervisor in management of day-to-day work /activities and keeping track of the projects carried out by the public infrastructure maintenance.
- Prepare and monitor staff attendance, overtime and reports in accordance with the set policies.
- Supervision of staff in relation to general workshop duties and work assignments.
- Perform all administrative work within the section/unit on a timely manner.
- Keep inventory of stationaries, equipment and other relevant items assigned to the public infrastructure maintenance.
- Prepare and maintain all records related to the section in easily retrievable manner when required.
- Assist the HOD/HOS in delivering the departmental objectives.

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.
- Discretion and need for Confidentiality.
- Ability to manage multiple projects and work to tight deadlines.

SALARY PACKAGE:

Gross Salary of MVR. 12,000.00

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/93fjpi>). For any additional queries please contact to 3355305.

Application Deadline:**Date: 15th April 2021 (Thursday)****Time: 14:00hrs**