

## JOB VACANCY

HDC(161)-HR/IU/2021/264  
6<sup>th</sup> June 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.  
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#### **Application Process:**

Send the 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/gz8v0o>). For any additional queries please contact to 3353535.

**Application Deadline:**

**Date: 13<sup>th</sup> June 2021 (Sunday)**

**Time: 14:00hrs**