



Ref No: HDFC/IU/2017/15

July 4, 2017

## CAREER OPPORTUNITY

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: CASHIER**

**Major Responsibilities:-**

- Record all customer receipt transactions promptly, accurately by issuing a receipt and entering receipt details in a designated receipts summary workbook.
- Balance currency, cash and checks in cash drawer at end of each shift.
- Responsible for banking of cash and cheque deposits and carrying all forms, slips, letters, documents and other correspondences between the company and the banks according to the company procedures.

**Required Qualification & Experience**

- Minimum O'Level
- Ability to handle cash with confidence
- 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
- Work experience in relevant field would be an added advantage.

**Contract period:** 02 months

**Salary:** MVR 340 per day (Working days)

In general, all candidates should demonstrate a high level of integrity and good character. 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](http://www.hdfc.com.mv)) with CV, copy of ID card, copies of attested educational certificate and other supporting documents on or before July 11, 2017, 2.30 PM. Only shortlisted candidates will be contacted for interview.

**Human Resource Department**  
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