

**JOB VACANCY**

HDC(161)-HRM/IU/2021/593  
24<sup>th</sup> November 2021

**Assistant Business Development Officer  
Accounting & Finance****MINIMUM QUALIFICATION & REQUIREMENT**

1. A' Level 3 passes. (OR)
2. O' Level 5 passes with 2 years' experience in relevant field.

**OVERALL SCOPE**

Providing comprehensive administrative support to the day-to-day operations of the section.

**SCOPE OF WORK**

- Assist the Head of Units of Business Development in developing mechanism to deliver commercial projects.
- Assistant in arranging meeting with interested investors for commercial land parcel in Hulhumale', and maintain minutes and follow up to such meetings.
- Assist in undertaking research into the marketability and feasibility of the planned projects.
- Assist in formulation of business models for commercial projects.
- Attend to administrative arrangements related to announcements for commercial land parcels.
- Attend to correspondence regarding implementation of commercial projects.
- Oversee and maintain records on the progress of projects awarded to various parties.
- Continuously analyze the position of the company and recommend ways to take advantage of the strength of the Company.
- Forecast and identify new trends in the industry through market research.
- Assist in preparing Business Plan and other required publications from the company.
- Assist in formulating policies and procedures as directed by the HOD / Supervisor and review evaluate and update work methods and procedures as instructed by the HOD.
- Maintaining up-to-date investor database.
- Assist, HOD / Supervisor in any other activity that enhances company image and services that it offers.

**JOB SKILLS AND SPECIFICATIONS**

- Basic knowledge of marketing & business concepts.
- Should be an effective communicator verbally as well as through writing skills.
- Considerable knowledge of Microsoft windows applications (MS office packages and databases).
- Ability to operate under immense pressure.
- Proficient with Project feasibility and revenue estimation.
- Should be able to work as an individual and as a flexible team player.
- Strong interpersonal skills.
- Should be able to prioritize tasks and manage one's own time effectively.
- Basic business management skills.
- Should have extensive knowledge of Microsoft Excel.

**SALARY PACKAGE:**

MVR. 13,000.00

**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 portal ( <https://jobs.hdc.com.mv> ). For any additional queries please contact to 3353535.

**Application Deadline:**

**Date: 1<sup>st</sup> December 2021 (Wednesday)**

**Time: 14:00hrs**