

JOB VACANCY

HDC (161)-HRM/IU/2021/627
16th December 2021

Assistant Planning Officer
Planning & Development**MINIMUM QUALIFICATION & REQUIREMENT**

1. A'Level 3 Passes (**OR**)
2. O'Level 5 Passes (Including Dhivehi & English) with minimum 2 years' relevant experience in the field.

OVERALL SCOPE

Assist in coordinating the planning process of Design & Development Section.

SCOPE OF WORK

- Assist in drafting and formatting of tender and contract documents.
- Assist in arranging and coordinating the negotiation and signing process of contracts.
- Assist in research and development of building and designing guidelines.
- Preparation of minutes of meetings.
- Documentation of department activities.
- Document and communications management.
- Assist in research and adopt performance strategies for continuous development.
- Organize and arrange inter coordination alignment.
- Project and performance monitoring.
- Update GIS (geographical Information System) and MS Dynamics for Building level information entry.

JOB SKILLS AND SPECIFICATIONS

- Experience in relevant field will be an added advantage.
- Should be familiar with Microsoft office package/AutoCAD.
- Should be able to work as an individual and as a flexible team player.
- Excellent writing and communication skills in English and Dhivehi.
- Should be able to priorities tasks and manage one's own time effectively.
- Strong interpersonal skills.
- Should be able to work as an individual and as a flexible team player.

SALARY PACKAGE:

Gross salary of MVR.13,000.00

REQUIRED DOCUMENTS

1. Accredited certificates,
2. Job reference letters
3. NID card or Driver's License
4. Police Report

Apply via: <https://jobs.hdc.com.my>

Deadline: 23rd December 2021, 14:00hrs

For Further Information: 3353535 or **call center hotline:** 1516