



Ref No: HDFC/IU/2017/21

September 6, 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 with a Quadruple Bottom Line of People, Planet, Principles of client protection and Profit. 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 IT Team of the company in the capacity of IT Technician & Graphic Designer.

Job Title: IT TECHNICIAN & GRAPHIC DESIGNER

MAJOR RESPONSIBILITIES:-

- Maintain and troubleshoot network, hardware and application.
- Design, develop and maintain website
- Provide graphic design for print and screen media
- Manage and promote corporate social media
- Coordinate advertising, promotional activities, and events.

QUALIFICATION AND SKILL

IT Technical Skills

- Assembling, troubleshooting and maintaining server, desktop and network hardware
- Administer and operate Windows and Linux server
- Implementing, maintaining and monitoring LAN/WAN/WiFi network
- Website development
- Familiar with MS Office Applications

Graphic Design Skills

- Thorough with Adobe designing application and desktop publishing applications.
- Ability to use, administer, and manage social media (Facebook, Twitter)
- Ability to use, administer, and manage mass email campaigns
- Copywriting, excellent communication skills, both verbal and written
- Ability to troubleshoot and problem solve independently with highly organized and with sharp attention to detail

EXPERIENCE

- Degree in IT/Computer discipline,
- Experience in assembling and troubleshooting computer hardware
- Experience in designing field at least with 1 year experience

Salary

- Negotiable commensurate with qualifications and experience

Other Benefits

- Service allowance
- Fixed monthly Cost of Living Allowance
- Health Insurance Package

Term of Contract: 12 months (Renewable subject to performance review)

Interested candidates are requested to submit application (downloadable website: www.hdfc.com.mv) with CV, copy of ID card, copies of attested educational certificate and other supporting documents on or before September 14, 2017, 2:30 pm. Only shortlisted candidates will be contacted for interview.