

## JOB VACANCY

HDC(161)-HRM/IU/2022/40  
13<sup>th</sup> February 2022

### **Manager, Corporate Social Responsibility Strategic Business Unit**

#### **MINIMUM QUALIFICATION & REQUIREMENT**

- Masters or MNQF level 9 qualification in relevant field with minimum 2 years' experience in relevant field (**OR**)
- Degree or MNQF level 7 qualification in relevant field with minimum 5 years' experience in relevant field (**OR**)
- O'Level or MNQF Level 3 Qualification in relevant field with minimum 8 years' experience in relevant field (including minimum 2 years managerial experience in the field)

#### **OVERALL SCOPE**

Responsible to implementing the strategies which underpin the company's CSR objectives.

#### **SCOPE OF WORK**

- Identify CSR objectives and conduct research, come up with ideas, develop policies, create detailed plans, build relationships with partner organizations, and then implement and coordinate a range of activities for CSR to build and maintain company image.
- Plan and implement creative CSR campaigns across multiple channels and platforms.
- Select partnership and sponsorship opportunities based on company objectives and CSR policy and objectives.
- Raise public awareness of a company's social responsibility commitments in coordination with marketing and PR efforts.
- Create partnerships with clients, employees, suppliers, charities, and other groups.
- Encourage links between the company, community, educational or charitable groups.
- Ensure all CSR initiatives are monitored and evaluated against objectives and budgets.

#### **JOB SKILLS AND SPECIFICATIONS**

- Event Management Skills.
- Excellent interpersonal skills.
- Strong project management and negotiations skills
- Strong problem solving and analytical skills.
- Able to meet deadlines and manage one's own and others time effectively.
- Strong leadership skills.
- Should be well organized, detail-oriented, forward-thinking and proactive.
- Excellent writing and communication skills in English and Dhivehi.
- Should be able to work as an individual and as a flexible team player.

#### **SALARY PACKAGE**

Salary negotiable based on qualification and experience.

#### **REQUIRED DOCUMENTS**

- Accredited certificates
- Job reference letters
- NID card or Driver's License
- Police Report

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

Deadline: 20<sup>th</sup> February 2022, 14:00hrs

For Further Information: 3353535 or call center hotline: 1516