

JOB VACANCY

HDC(161)-HRM/IU/2022/60
13th February 2022

Civil Engineer / Assistant Project Manager Project Management & Development

MINIMUM QUALIFICATION & REQUIREMENT

- Bachelor's Degree or MNQF Level 7 Qualification in Civil or Structural Engineering or relevant field with minimum 4 years' experience in relevant field. **(OR)**
- Advanced Diploma or MNQF Level 6 Qualification in Civil or Structural Engineering relevant field with minimum 5 years' experience in relevant field.

OVERALL SCOPE

Assist in planning, executing and finalizing projects according to strict deadlines and within budget. This includes acquiring resources and coordinating the efforts of team members and third-party contractors or consultants in order to deliver projects according to plan. Define the projects objectives and oversee quality control throughout its life cycle.

SCOPE OF WORK

- Examines and interprets architectural and structural drawings and Specifications for suitability of function, initiating adjustments as needed.
- Structural Design & Drafting of projects.
- Preparing Progress reports and statements.
- Examine construction materials and give approval.
- Schedule meetings with contractors to discuss projects.
- Oversee and coordinate the section's project monitoring and supervision.
- Supervision of subordinates'
- Carrying out the inspection for construction activities.
- Preparing estimates and designs for the new projects whenever required.
- Obtain required information for the implementation of projects.
- Any other work assigned by the HOD or Immediate Supervisors.

JOB SKILLS AND SPECIFICATIONS

- Experience in a project management capacity will be an added advantage.
- Drafting / AutoCAD and other 3D design software skills.
- Familiar with project management software's and technical know-how of the projects.
- Excellent communication skills.
- Should be able to priorities tasks and manage one's own time effectively
- Should be familiar with Microsoft office package
- Strong interpersonal skills, problem solving skills and time management skills
- Should be able to work as an individual and as a flexible team player.
- Should be able to work through flexible hours
- Excellent proficiency in Microsoft Office Packages such as Excel, Word, etc

SALARY PACKAGE

Gross Salary negotiable based on qualifications and experience.

REQUIRED DOCUMENTS

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

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

Deadline: 20th February 2022, 14:00hrs

For Further Information: 3353535 or call center hotline: 1516