

JOB VACANCY

HDC (161)-HR/IU/2021/523
13th October 2021

**Assistant Project Officer
Project Management & 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

Carry out administrative works with respect to the implementation and execution of projects under the guidance of HOS/Project Manager

SCOPE OF WORK

- Tracking and recording daily correspondence, handling all the incoming and outgoing communication and keeping the supervisor(s) informed.
- Prepare and format initial of documents required for projects under the guidance of supervisor.
- Prepare memos/letters/reports or any other documents as required by the supervisor.
- Record minutes of meetings and follow-up on the issues raised.
- Assist in carrying out project implementation activities.
- Assist in carrying out site supervision when necessary.

JOB SKILLS AND SPECIFICATIONS

- Knowledge of Administration and Clerical work
- Should be an effectual communicator verbally as well as through writing skills
- Should be well organized, detail-oriented, forward thinking and proactive
- Should be familiar with Microsoft office package
- Should be able to work as an individual and as a flexible team player
- Should be able to priorities tasks and manage one's own time effectively.

SALARY PACKAGE:

Gross Salary of 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 link (<https://rb.gy/oo9ddu>). For any additional queries please contact to 3353535.

Application Deadline:**Date: 20th October 2021 (Wednesday)****Time: 14:00hrs**