



JOB VACANCY

HDC(161)-HRM/IU/2025/1
16th January 2025

Development Control Officer Municipal Services

MINIMUM QUALIFICATION & REQUIREMENT

- Diploma in relevant field.
- Preference will be given to candidates with experience in a relevant field.

OVERALL SCOPE

Coordinating drawing approval process and inspection of ongoing and completed buildings.

SCOPE OF WORK

- Check all drawings submitted for drawing approval.
- Carrying out inspection of ongoing and completed buildings and ensure adherence to safety standards and building codes specifications.
- Maintaining proper documentation of all relevant tasks.
- Measuring dimension, level, alignment and elevation to verify and ensure compliance to requirements.
- Review plans, blueprints, site layouts, specifications or construction methods to ensure compliance to requirements.
- Carry out awareness of planning guidelines to clients where required
- Establishing and maintaining efficient mechanisms to carryout building approval process.
- Maintaining professional rapport with clients and carrying out awareness in relation to building approval process and planning guidelines.

JOB SKILLS AND SPECIFICATIONS

- Familiar and knowledge of AutoCad.
- 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 communicate effectively in writing and verbally.
- Ability to understand and read architectural drawings.

SALARY PACKAGE

Gross Salary between MVR. 17,000.00 to MVR. 19,000.00

REQUIRED DOCUMENTS

- Educational Certificates
- Job reference letters
- NID card or Driver's License
- CV

EMPLOYMENT TYPE

Contractual (Initially offered a one-year contract, decision to offer a permanent placement will be decided upon completion of initial contract).

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

Deadline: 23 January 2025, 14:00hrs

For Further Information: 3353535 or call center hotline: 1516