

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ

Maldives Integrated Tourism Development Corporation Limited  
K. Male'

27<sup>th</sup> February 2018

**Reference Number:** (IUL)MITDC-HR/MITDC/2018/3

### Job Vacancy

<b>Job Title</b>	Project Officer
<b>Department</b>	Projects
<b>Salary</b>	Negotiable
<b>Place of Work</b>	Corporate office of MITDC at 5 <sup>th</sup> Floor, Velaanaage, and project sites
<b>Duties and responsibilities</b>	<ol style="list-style-type: none"><li>1. Assist in developing and managing the budget for each project working with project engineer/manager.</li><li>2. Arranging relevant meetings required for the project and do daily follow-ups.</li><li>3. Manage and facilitate flow of essential information among the company and project team members.</li><li>4. Maintain project calendar and milestones.</li><li>5. Assist in foundation leadership to adapt analytical approach to establish resource need and thoroughly examine alternative execution choices.</li><li>6. Assist strategy teams in utilization of calibrating inputs and interpreting outputs.</li><li>7. Guide, train and tutor new users on utilization of tool and underlying analysis defining its inputs.</li><li>8. Identify trends and shifts in execution patterns to inform changes or adjustments to model itself.</li><li>9. Provide input for development of new resource planning tool and resourcing process.</li><li>10. Interact with original developers to develop detailed technical understanding of conceptual structure and algorithm of tool.</li></ol>

	<ol style="list-style-type: none"> <li>11. Establish and record policies and procedures for maintaining and using tool and process, ensuring data integrity and consistent use across foundation.</li> <li>12. Establish user’s feedback channels to allow for continual refinement of tool and process. Update continuously training and user guide information for tool resourcing process.</li> <li>13. Manage, supervise and control multiple project through project life cycle.</li> </ol>
<p><b>Education/Qualification</b></p>	<ol style="list-style-type: none"> <li>1. Minimum education qualification of 'A' level or a level 5 certificate in a relevant field.</li> <li>2. Experience in program administration, operating procedures, oversight and monitoring.</li> <li>3. Ability to work with database applications.</li> <li>4. Knowledge of project funding procedures and guidelines.</li> <li>5. High priority to past experience, understanding and knowledge of similar projects.</li> </ol>
<p>Interested candidates are requested to submit the following documents on or before 6<sup>th</sup> March 2018 at 14:30PM to MITDC, 5th Floor, H. Velaanaage or mail to the email <a href="mailto:hr@mitdc.com.mv">hr@mitdc.com.mv</a></p> <ol style="list-style-type: none"> <li>1. Job application form (available from: <a href="http://www.mitdc.com.mv">www.mitdc.com.mv</a>);</li> <li>2. Candidates Curriculum Vitae;</li> <li>3. Attested copy of ID card;</li> <li>4. Accredited and attested copies of Educational certificates, and;</li> <li>5. Other supporting documents</li> </ol> <p>Candidates may send their application to the email <a href="mailto:hr@mitdc.com.mv">hr@mitdc.com.mv</a> or submit their application to the address below. Only shortlisted candidates will be contacted for the interview.</p> <p>MITDC  5th Floor, Velaanaage  Ameeru Ahmed Magu  Male' 20096, Maldives</p>	