



Ref No: HDFC/IU/2012/05

January 12, 2012

CAREER OPPORTUNITY FOR IT ADMINISTRATIVE ASSISTANT

HDFC PLC. is the only specialized mortgage home loan provider in the Maldives established in January 2004. We have joined hands with International Shareholders, ADB, IFC of the World Bank and HDFC-India in February 2009 to create a sustainable mortgage-lending program to fulfill the growing housing needs of Maldivians. To augment our Technical Partnership with HDFC-India, we are looking for the right candidate with knowledge, experience, enthusiasm, dedication, drive and motivation to join our IT team in the financial services industry.

Job Title: IT ADMINISTRATIVE ASSISTANT

Major Responsibilities:-

Will be responsible for ensuring smooth running of Computer Systems, IT Infrastructure and ensuring Users get maximum benefits out of the IT framework.

Required Qualification & Experience:-

- Degree/A'Level (Preferably in IT Related Field)
- IT Related Professional Certificates
- Exposure to Multimedia Software would be an added advantage
- Hands on experience with an excellent track record of minimum 02 years
- Ability to deliver effective results, meet deadlines for targets
- Writing & Reporting Skills (English & Dhivehi)
- Good people skills.

Salary - Negotiable commensurate with qualification and experience

In general, all candidates should demonstrate a high level of integrity and good character. The ideal candidate would be an enthusiastic and excellent team player with motivational skills and possess a pleasant disposition. He or She should be appropriately attired at all times and be extremely presentable with an unblemished track record of ethical conduct.

Other Benefits

- Health Insurance Package
- Corporate Provident Fund Scheme
- Sponsorship for local Study Programmes
- Staff Housing Loan Scheme
- In-house and short term training
- Food allowance

Interested candidates are requested to submit application with CV, copy of ID card, copies of educational certificates and other supporting documents on or before

January 19, 2011, 2.30 PM

Human Resource Department
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