



HOUSING
DEVELOPMENT
FINANCE
CORPORATION PLC.
Ref No: HDFC/IU/2012/03

January 12, 2012

CAREER OPPORTUNITY FOR CUSTOMER CARE/ RECOVERY OFFICER IN ADDU CITY

HDFC Plc. is the only specialized mortgage home loan provider in the Maldives established in January 2004. HDFC was privatized in 2008 and we have joined hands with International Shareholders, IFC of the World Bank, ADB and HDFC-India to create a sustainable mortgage-lending program that commenced in 2009 to fulfill the growing housing needs of all Maldivians. HDFC has a vibrant Home Loan Outreach Program to serve the population of provincial islands that demonstrate a sustainable demand for housing. As part of our expansion, HDFC's first Branch Office will be opening shortly in Addu City. Therefore, a unique opportunity exists for the right candidate with knowledge, experience, enthusiasm, dedication, drive and motivation to be employed as a Customer Care/Administrative Assistant at our Branch Office in Addu City.

Job Title: CUSTOMER CARE/RECOVERY ASSISTANT

Major Responsibilities:-

Your overall responsibilities include delivery of Services to Customer's on HDFC Loan products and assist in the recovery efforts of loan repayment.

Required Qualification & Experience

- Diploma/A'Level in Accounts
- Working experience in a financial institution will be an added advantage
- A pass in English & Dhivehi is mandatory
- Ability to deliver effective results, meet deadlines for targets
- Should be an effectual communicator verbally as well as through writing skills
- Ability to work under pressure
- Good people skills
- Competent with General Office Softwares
- Work experience in a similar field would be an advantage.

Salary

- Negotiable commensurate with qualifications 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
- Staff housing loan scheme (*conditions apply*)
- Staff Distress Loan (*conditions apply*)
- Sponsorship for local study programs
- In-house and short term training abroad
- Food allowance
- Fixed monthly Cost of Living Allowance

Interested candidates are requested to submit application with CV, copy of ID card, copies of educational certificate and other supporting documents on or before
January 19, 2012, 2.30 PM

Human Resource Department
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