

## **JOB VACANCY**

Maldives Tourism Development Corporation Plc. (MTDC) invites enthusiastic and energetic Maldivians to apply for the following position.

---

### **1) POST: Project Manager**

**WORK SITE:** HDH. Naagaoshi Project Site.

**Contract Period:** 2 years

#### **MAIN RESPONSIBILITIES:**

- Lead the entire project lifecycle, from planning through execution and delivery.
- Oversee cost management, schedule adherence, safety, and quality control.
- Act as the primary client interface, ensuring project objectives are met.
- Coordinate with teams, contractors, and suppliers to ensure seamless project delivery.

#### **QUALIFICATION, EXPERIENCE & OTHER REQUIREMENTS:**

- Should possess at least a Degree in Project Management or Construction Management.
- At least 5 years of experience in the construction field.

### **2) POST: Construction Manager**

**WORK SITE:** HDH. Naagaoshi Project Site.

**Contract Period:** 2 years

#### **MAIN RESPONSIBILITIES:**

- Manage on-site operations and ensure compliance with project plans & safety standards.
- Supervise subcontractors and coordinate daily construction activities.
- Monitor progress, resolve issues, and ensure quality control.
- Liaise with contractors and suppliers to ensure smooth project flow.

#### **QUALIFICATION, EXPERIENCE & OTHER REQUIREMENTS:**

- Applicants should have at least a degree in construction management/ engineering/ architecture or related field.
- At least 5 years of experience in the construction field.

### **3) POST: Planning Engineer**

**WORK SITE:** HDH. Naagaoshi Project Site.

**Contract Period:** 2 years

#### **MAIN RESPONSIBILITIES:**

- Develop detailed project schedules using Primavera/MS Project and set project milestones.
- Track project progress, update baselines, and report deviations to management.
- Monitor timelines and resources, ensuring project delivery on time.
- Coordinate with stakeholders to address delays and ensure smooth project flow.

#### **QUALIFICATION, EXPERIENCE & OTHER REQUIREMENTS:**

- Applicants should have at least a Degree in Civil Engineering / Architecture / Construction Management
- At least 5 years of experience in the construction field.

**4) POST: Quantity Surveyor**

**WORK SITE:** HDH. Naagaoshi Project Site.

**Contract Period:** 2 years

**MAIN RESPONSIBILITIES:**

- Prepare BOQs, cost estimates, and valuations for budgeting and financial planning.
- Control project costs, manage variations, and handle claims.
- Support procurement to ensure timely, cost-effective sourcing.
- Monitor and report on project costs to ensure budget alignment

**QUALIFICATION, EXPERIENCE & OTHER REQUIREMENTS:**

- Applicants should have at least a Degree in Quantity Surveying
- At least 5 years of experience in the construction field.

**5) POST: Site Engineer x 4**

**WORK SITE:** HDH. Naagaoshi Project Site.

**Contract Period:** 2 years

**MAIN RESPONSIBILITIES:**

- Execute site works as per drawings, specifications, and safety standards.
- Supervise subcontractors, ensuring quality and compliance.
- Track project progress and report updates to the management team.
- Coordinate with stakeholders to resolve issues and ensure smooth workflow.

**QUALIFICATION, EXPERIENCE & OTHER REQUIREMENTS:**

- Applicants should have at least a Degree in Civil Engineering with minimum 5 years of experience in construction or diploma in Civil engineering with 10 years of experience in Construction.

**6) POST: HSC Engineer**

**WORK SITE:** HDH. Naagaoshi Project Site.

**Contract Period:** 2 years

**MAIN RESPONSIBILITIES:**

- Enforce safety procedures on-site, ensuring compliance with company and regulatory safety standards.
- Perform regular risk assessments to identify and mitigate potential hazards.
- Conduct toolbox talks to promote safety awareness and best practices among team members.
- Ensure zero-accident compliance by monitoring and addressing safety concerns proactively.

**QUALIFICATION, EXPERIENCE & OTHER REQUIREMENTS:**

- Applicants should have at least a Degree in Mechanical / Industrial Engineering with minimum 5 years of experience in maintaining Health and Safety in Construction projects.

**7) POST: Procurement Officer**

**WORK SITE:** Naagaoshi Project - MTDC Head Office

**Contract Period:** 2 years

**MAIN RESPONSIBILITIES:**

- Source, evaluate vendors to ensure quality & cost-effective materials for construction projects.
- Issue and manage purchase orders, ensuring timely and accurate procurement.
- Monitor material deliveries, ensuring they arrive on time to support project timelines.
- Work with suppliers to resolve issues and prevent delays in material supply.

**QUALIFICATION, EXPERIENCE & OTHER REQUIREMENTS:**

- Applicants should have at least a diploma in business management or a related field with minimum 5 years of experience in procurement role in Construction projects.
- Strong negotiation and communication skills would be an added advantage.

**8) POST: Procurement Assistant**

**WORK SITE: Naagaoshi Project - MTDC Head Office**

**Contract Period: 2 years**

**MAIN RESPONSIBILITIES:**

- Source, evaluate vendors to ensure quality & cost-effective materials for construction projects.
- Issue and manage purchase orders, ensuring timely and accurate procurement.
- Monitor material deliveries, ensuring they arrive on time to support project timelines.
- Work with suppliers to resolve issues and prevent delays in material supply.

**QUALIFICATION, EXPERIENCE & OTHER REQUIREMENTS:**

- Applicants should have at least 2 passes in O Level or 2 years' experience in a related field.
- Strong negotiation and communication skills would be an added advantage

**9) POST: Document Controller**

**WORK SITE: HDH. Naagaoshi Project Site.**

**Contract Period: 2 years**

**MAIN RESPONSIBILITIES:**

- Manage the flow of project documentation, ensuring accurate record-keeping.
- Maintain revision control and ensure up-to-date documentation distribution.
- Organize and file approved drawings, correspondence, and project reports.
- Coordinate with team members to ensure timely access to critical project documents.

**QUALIFICATION, EXPERIENCE & OTHER REQUIREMENTS:**

- Applicants should have at least a degree in business administration or information management with minimum 5 years of experience in electronic document management systems and records management.
- Ability to troubleshoot issues related to document control would be an added advantage.

**10) POST: Site Foreman/ Supervisor x 4**

**WORK SITE: HDH. Naagaoshi Project Site.**

**Contract Period: 2 years**

**MAIN RESPONSIBILITIES:**

- Supervise site crews, assign tasks, and monitor daily productivity.
- Ensure compliance with safety regulations and quality standards on-site.
- Inspect materials and workmanship to ensure adherence to project specifications.
- Coordinate with contractors and suppliers to resolve issues and maintain workflow.

**QUALIFICATION, EXPERIENCE & OTHER REQUIREMENTS:**

- Applicants should have at least a bachelor's degree in mechanical, Electrical, or Civil Engineering with minimum of 5 years of experience or should have worked as Foreman/ Supervisor in construction field with minimum 10 years of experience.
- Strong leadership and communication skills would be an added advantage

**11) POST: MEP Coordinator**

**WORK SITE: HDH. Naagaoshi Project Site.**

**Contract Period: 2 years**

**MAIN RESPONSIBILITIES:**

- Conduct land and structural setting-out, leveling, and measurement works.
- Maintain control points and ensure accurate survey records.

- Perform routine site surveys and verify alignment with project plans.
- Coordinate with the project team to resolve any survey-related issues.

**QUALIFICATION, EXPERIENCE & OTHER REQUIREMENTS:**

- Applicants should have at least bachelor's degree in surveying or a related field with minimum 5 years of experience in the field.

**12) POST: Surveyor**

**WORK SITE: HDH. Naagaoshi Project Site.**

**Contract Period: 2 years**

**MAIN RESPONSIBILITIES:**

- Conduct land and structural setting-out, leveling, and measurement works on-site.
- Maintain and monitor control points to ensure accurate survey data.
- Record and update survey measurements and other relevant data for project use.
- Collaborate with the project team to address any survey-related issues or discrepancies.

**QUALIFICATION, EXPERIENCE & OTHER REQUIREMENTS:**

- Applicants should have at least bachelor's degree in surveying or a related field with minimum 5 years of experience in the field.

**13) POST: Drafts Person x 2**

**WORK SITE: HDH. Naagaoshi Project Site.**

**Contract Period: 2 years**

**MAIN RESPONSIBILITIES:**

- Create technical drawings and plans for architecture, engineering, and MEP systems.
- Translate conceptual ideas from architects or engineers into detailed blueprints.
- Ensure all drawings comply with project specifications and regulatory standards.
- Collaborate with project teams to revise and update drawings as needed.

**QUALIFICATION, EXPERIENCE & OTHER REQUIREMENTS:**

- Applicants should have at least bachelor's degree in surveying or a related field with minimum 5 years of experience in the field.

**REMUNERATION:** Negotiable based on experience and qualification.

---

Interested candidates are invited to submit their Curriculum Vitae (CV) along with the following documents to [hr@mtdc.com.mv](mailto:hr@mtdc.com.mv)

**Required Supporting Documents for the Curriculum Vitae:**

- A photocopy of the applicant's National Identity Card.
- A recent passport-sized photograph.
- Copies of accredited certificates and transcripts.
- Reference letters and other supporting documents from previous employers.
- A Police Report (issued within the last three months).

**Application Submission Deadline:**

On or before 3:30 PM of 27<sup>th</sup> November 2025 (Incomplete applications and applications received after the deadline will not be accepted). Only shortlisted candidates will be notified. For any inquiries regarding the advertisement, please email [hr@mtdc.com.mv](mailto:hr@mtdc.com.mv)

**Maldives Tourism Development Corporation Plc.**

MATI Building (1st Floor, G. Fathuruvehi) | Buruzu Magu | Male' 20124 | Republic of Maldives  
Phone: 334 7766 | [hr@mtdc.com.mv](mailto:hr@mtdc.com.mv) | [www.mtdc.com.mv](http://www.mtdc.com.mv)