



BE A PART OF THE NATIONAL AIRLINE

REF NO: IAS/MIS/2024/2395

DATE: 24th November 2024

PROJECT ENGINEER ADMINISTRATION

JOB REF NO: JA/2024/58

Job Scope:

- Overseeing and managing the progression of all assigned projects such as infrastructure developments, repairs, restorations, or similar works, while carrying out contract administration with developers, consultants and relevant internal departments.

Work Scope

- Organizing and carrying out site inspections and regular site visits.
- Liaising with government authorities and carrying out necessary logistical arrangements for project activities.
- Assisting in carrying out contract administration with respect to project term monitoring, and attending to revisions, variations, claims, extensions certifications or approvals etc.
- Reviewing and preparing technical drawings, methodologies, schedules, reports. material approvals or similar documentation.
- Coordinate with relevant internal/external departments, third party stakeholders from project initiation till completion.
- Preparing and maintaining project administrative reports, documentation such as letters, progress reports, site inspection reports, assessment reports etc.

Job Criteria:

- Bachelor's Degree in Civil Engineering or equivalent qualification in a related field.
- Minimum 02 years of experience in a related field
- OR**
- Diploma in Civil Engineering or equivalent qualification in a related field.
- Minimum 05 years of experience in a related field
- Must be familiar with:
 - Autodesk
 - AutoCAD
 - MS Office Package
- Fluent written and verbal communication skills

Benefits

- Health Insurance for staff and dependent as per Corporate Health Insurance Policy
- Rebated tickets on Company Airline services as per policy
- Credit facility enrolment from selected institutions
- Discounts from selected vendors

*Terms and conditions of company health insurance policy applies

Location: Administration / IASL Corporate Headquarters

Deadline for Application: 08th December 2024

Note:

- * Educational certificates must be accredited by MQA, if acquired from an overseas institution.
- * Inaccurate/incomplete and applications that do not meet the above requirements will be disqualified
- * Interested candidates may apply through our online job portal by visiting Maldivian website (careers.maldivian.aero)
- * For additional enquiries, please contact 3331268 or 3331292.