

**Post:** Project Officer

**Reporting Relationship:** Manager, Project Management

**Gross Salary:** MVR 14,990.00

### **RESPONSIBILITIES AND DELIVERABLES**

1. Read and interpret contract provisions and set up/maintain accurate project information model in the company server. In addition, it is required to upload the documents including all the relevant logs to the assigned cloud base storage system.
  2. Liaise with Project Manager in all documents controlling functions and processes.
  3. Prepare, organize, and distribute all necessary project materials.
  4. Attending all project meetings and preparing meeting minutes. Further, circulating minutes of meetings with relevant stakeholders and keeping track records including filing of minutes.
  5. Daily routine activities of Document Control include distribution of documents, maintaining electronic folders and directories, tracking and retrieval of documents and drawings.
  6. Storing hard copies and electronic copies of all projects related documents such as design/shop/as built drawings, RFIs, Method Statements, Material approval documents including MTC and catalogues, Engineer's Instructions, Non-Compliance Reports, claim documents etc. in an orderly manner in line with project policies and procedures.
  7. Ensure document management according to the established procedures/standards including document numbering, formats, issuance, review, recording, and archiving.
  8. Maintaining and regularly updating the Master Document register in cooperation with the project team.
- Master Document Register includes the below elements and not limited to:

- i) Request for inspections
- ii) Shop drawing/GFC, design drawings, and as built drawing registers (Structural, Architectural, MEP, and ID)
- iii) Correspondence register – Main log includes all correspondence in and Correspondence out.
- iv) Schedules and specifications.
- v) Material approval registers with all back up documents (Structural, Architectural, and MEP materials)
- vi) Approved Method Statement Registers.
- vii) Engineer's Instructions.
- viii) Non-Compliance Report register.
- ix) Confirmation of verbal instructions.
- x) Progress reports and other reports.

9. Coordinate with the Contractors in order to address the matters relevant to Document Controlling.
10. Receiving and distribution of all the documents.
11. Coordinate with all relevant external and internal stakeholders in relation to the project.
12. Preparation of weekly/biweekly reports highlighting the status of the main correspondence register. This includes the status of communication and due responses from relevant parties.
13. Set up and maintain project folders in the server as well as in the share point to facilitate the project communication process.

#### **EMPLOYEE SPECIFICATION.**

1. Minimum Diploma/ Undergraduate Qualification in the relevant field.
2. Minimum Experience must be 1-2 years in a similar capacity.
3. Experience in the Construction industry as a Document Controller will be an added advantage.

#### **OTHER COMPETENCIES**

4. Proven track record in the capacity of Project Officer/Document controller would be an added advantage.
5. Ability of multi-tasking
6. Excellent communication skills, with effective stakeholder management.
7. Excellent interpersonal skills.
8. Ability to organize, plan, and strategize.
9. Knowledge of Electronic Document management Systems.
10. Working experience in the Construction industry.