بسم الله الرحمن الرحيم

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Announcement

Registration Number: C-186/2001

Number: 60-ADM/2024/5

Date: 15.01.2024

JOB OPPORTUNITY

Evolve your career with State Trading Organization Plc.

Position Name	**Project Officer**
No. of Position	1
Worksite / Department	Head Office / Business Research and Property Management
Salary & Benefits	• Net Salary Range: MVR 12,500 - 13,500 • Overtime and extra working days allowance • Health insurance will be provided after probation • Staff Privilege program
Job Responsibilities	• Carry out administrative works related to projects • Prepare tender documents and bid templates • Provide assistance to develop project management plan during planning stage • Complete and support the delivery of bid and implementation of projects as directed by the Project Coordinator • AutoCAD drafting • Preparing project concept papers/ work scope statements
Required Qualifications	• Diploma in Architecture or related field
Preferred Requirements	• Should have knowledge in using Microsoft Office software • Experience in using AutoCAD
Deadline	21st January 2024, 1230hrs

How to Apply	Interested candidates please apply online through our job portal https://sto.mv/Career To process the application, we require necessary documents. You can contact us on 3344179