



APPOINTMENT LETTER

Reference Number: FDC/APPOINT-HR/2024/16

With reference to the employment agreement number FDC/AGR-HR/2023/16 signed between the employer and employee, the employer hereby offers permanent employment to the employee and the employee hereby accepts the offer of permanent employment, the details of the employment are agreed as below.

Employment Date:	08 March 2023
Employee ID No:	C-099
Name:	Mohammed Abdulla
ID/Passport No:	S6890638
Date of Birth:	10 January 1997
Permanent Address:	2nd Cross Nazaraland, Melekote Road, Tumkur - 572102, India
Current Address:	G.Saalimiyya, Hadheebee Magu, Male, Republic of Maldives
Emergency Contact:	
-Name (with relation to Employee):	Mohammed Alamgir, Father
-Number	+91821767724
-Address	-

Employment Details

Referred Employment Agreement:	FDC/AGR-HR/2023/16
Job Title:	Assistant Site Engineer
Department:	Planning and Project Management
Section:	
Date of Appointment:	08 March 2024
Type of Appointment:	Permanent
If contract; Duration	NA
Expiry Date:	NA
Probation Period:	NA
Work Address:	FDC, 6 th Floor, Maldives Post Building, Malé, Maldives
Working Hours:	8 hours per day 6 days a week
- Working Shift:	Yes

Compensation & Benefits

Salary Period:	Generated as a monthly payment in accordance with the policies and procedures set forth by the HR policies of the Corporation.
Gross Salary:	MVR 19,245.00
- Basic Salary:	MVR 7,220.00
- Fixed Allowance:	
- Service Allowance:	MVR 9,025.00
- Hardship Allowances:	MVR 1,500.00
- Food Allowances:	MVR 1,500.00
- Professional Allowances:	NA
- Variable Allowance:	
- Sixth Day Allowance:	(Basic/30) per attended day as per company policies and procedure
- Public Holiday Allowance:	((Basic/30)/2) per attended public holiday as per company policies and procedure
- Overtime Allowance:	Eligible as per company policies and procedures.



Pension: NA
Bank Name: State Bank of India
Account Name: Mohammed Abdulla
Account Number: 12900893910202

This agreement is made effective as per the employment details given above.

For and on behalf of the Corporation

For and on behalf of the Employee

Name: Hamdhan Shakeel
Managing Director



Name: Mohammed Abdulla
ID/Passport No: S6890638





ANNEX B

JOB DESCRIPTION

JOB DETAILS			
JOB TITLE	Assistant Site Engineer	DEPARTMENT	Planning and Project Management
JOB TYPE	Permanent	APPOINTMENT DATE	08 March 2024
REPORTS TO	Head of Department	WORKING HOURS	8 hours per day 6 days a week

EMPLOYER DETAILS			
NAME	Fahi Dhirulhun Corporation Limited		
ADDRESS	6th Floor, Maldives Post Building, 26, Boduthakurufaanu Magu, 20026, Malé, Republic of Maldives		
NATURE OF BUSINESS	General	REGISTRATION NO	C03132019

EMPLOYEE DETAILS			
NAME	Mohammed Abdulla	ID/PASSPORT NO	S6890638
DATE OF BIRTH	10 January 1997	NATIONALITY	Indian
PERMANENT ADDRESS	2nd Cross Nazaraland, Melekote Road, Tumkur - 572102, India	EMPLOYEE ID NO	C-099
CURRENT ADDRESS	G.Saalimiyya, Hadheebee Magu, Male, Republic of Maldives		

MAIN DUTIES AND RESPONSIBILITIES	
1.	Responsible for maintaining the quality of the construction work by supervising and monitoring the contractor's work and construction progress.
2.	Ensure the management of all daily correspondence by handling all incoming and outgoing communications. Additionally, the project implementation unit should be informed of all correspondence.
3.	Ensure instructions provided by Project Manager, Project Engineer, Project Officer, and Quantity Surveyor, and Site Engineer are being followed.
4.	Monitor progress of project in accordance with construction schedule. Identify in advance any potential issues that may affect the progress of the project.
5.	Supervision of work carried out by contractor to assure work quality. Supervision of work should be done as per the drawings, specification, and local regulation. Identify and report the potential problems at site and help to prevent them.
6.	Supervision of the construction officers, in relation to the work assignment as per the instruction of Project Manager, Project Engineer. Ensure all project works are carried out in accordance with the detailed design, contract document and work schedule. Furthermore, supply clarification of the construction documents, specifications, and drawings as and when required.
7.	Record daily progress charts and quality assurance log. Additionally, assist in ensuring all daily reporting is completed by the construction officer. Routinely issue all charts and logs to the Project Implementation unit for documentation and review.



8. Assist the Project Manager, Project Engineer, Project Officer, and Quantity Surveyor, in conducting training, when required.
9. Ensure safe and proper use of equipment on site, and compliance with work methodologies.
10. Maintain safe, secure, and healthy work environment and ensure public safety.
11. Ensure compliance with local authorities and highlight any key issues to the project implementation units.

EDUCATION SPECIFICATIONS

- Completion of MQA Level 7 Qualification in Building Services Engineering with 3 years of experience in Building Services Engineering
- Completion of MQA Level 5 Qualification in Building Services Engineering with 5 years of experience in Building Services Engineering

SPECIFIC SKILLS AND COMPETENCIES

- Experience in strategic planning and risk management.
- Experience in building services work under housing sector, including high rise buildings.
- Proficiency in MS project, AutoCAD, Microsoft Office.
- Highly organized and should be able to multitask.
- Strong analytical, problem-solving, and conceptual skills.
- Good interpersonal and communication skills.

This job description is not intended to be all inclusive. FDC reserves the right to revise and change job duties. This job description does not constitute a written or implied contract of employment.

I have read and understand this job description. I certify that I am able to perform the requirements of this job description. I have received a copy of this document.

For the **EMPLOYER**



Hamdhan Shakeel
Managing Director



Company Seal

EMPLOYEE



Name: Mohammed Abdulla
ID/Passport No: S6890638

