

NHDCL/CSD/HR-15/2024/3297

18<sup>th</sup> January 2024

### Vacancy Announcement

National Housing Development Corporation Limited would like to invite applications for the post of General Manager

Sl. No	Position Title	Position Level	Slot	Minimum Qualification and Experience	Pay Scale & Allowance	Employment type & Placement
1	General Manager, Corporate Service Division	Executive Level / Grade 2	01	Bachelor's Degree in Commerce & Accounting (Preference will be given to candidates with Masters in Professional Accounting/ CPA/ACCA). Required minimum working experience of 10 years in Finance & Accounts with minimum five (5) years in managerial position.	<b>Pay Scale:</b> <b>(46,980-1,175- 70,480)</b> Basic Pay of Nu.46,980 with Monthly Variable pay of Nu. 22,660 Contract Allowance of 40 % on basic pay (Nu. 18,792), HRA of 20% on Basic pay (Nu. 9,396), Conveyance Allowance of Nu.1,850 per month and other benefits as per service rules and regulations.  <b>Gross Pay: Nu.99,678</b>	On contract for three years, <b>Head Office</b>



The following documents should be submitted to HR Division, NHDCL on or before 16<sup>th</sup> February 2024:

1. Job Application
2. Curriculum Vitae
3. Copies of Academic Transcripts & Certificates
4. Work Experience Certificate
5. Copy of Citizenship Identity Card
6. Security Clearance and Medical Certificate
7. Details of at least two referees (Family members or relatives will not be accepted)
8. NOC from the current employer if already employed (if selected)
9. Letter of merit if any

For further information contact HR Division at telephone No. 323147/332734 (Ext. No. 142) during office hours or visit our website at [www.nhdcl.bt](http://www.nhdcl.bt).