

TINA RIVER HYDROPOWER DEVELOPMENT PROJECT, 1st floor, Capital Park, Room No. 29, Honiara, Guadalcanal, Solomon Islands, TEL: 677-744-0582

Document Assistant for Project Control:

We, Hyundai Engineering Company, the Engineering Procurement and Construction Contractor for Tina River Hydropower Development Project (3X5MW) are looking for Document Assistant for Project Control for our project.

Document Assistant shall carry out the paperwork to be submitted within/out of the organization especially, the progress report and official letter. Further, Document Assistant shall oversee documents for this project and ensure that the proper documents are created, signed and delivered with accuracy as per retention policies and confidentiality.

Qualifications:

- Bachelor's Degree in Business Administration, Civil Engineering, Legal or similar field.
- Minimum of 3 years' experience in paperwork
- Advanced knowledge in the use of web-based tools, MS Outlook, WORD, Excel, Access and PowerPoint
- Knowledge of regulatory frameworks of Solomon Islands will be an added advantage.

Responsibilities:

- Understand the overall progress of the project and review and update technical documents
- Manage and prepare the documents, especially official letter and weekly/monthly report to be submitted to the external parties, Employer and Employer's Representative regularly as per the requirements of the project documents, especially, EPC Contract and Environmental and Social Management Plans.

Employment Preference:

- Women
- Solomon Island National
- MDB project (World Bank, Asian Development Bank) experience holder
- Civil part experience will be an advantage.

Contact:

The applicants are required to send a detailed CV with cover letter, educational certificates and experience testimonials to hojune.lee@hec.co.kr on or before **End of December**.

Short listed candidates shall be called on for interview.



GLOBAL PREMIER
ENGINEERING PARTNER

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For more details on the advertised position, call or visit: Mr. Leem Song Gyu, Project Control Manager, Contact Number: +677-753-0674