



Job Vacancy

We are looking for a hard-working and enthusiastic person to join our company for the following post.

Project Coordinator (Local)

No. of vacancies: 1

Qualification

- Completed **A-Level Education**
- Diploma in Project Management or related field would be an added advantage

Main Responsibilities

- Coordinate in giving instructions to the Contractors regarding project works.
- Coordinate in giving advice and recommendations to the Client regarding project works and contract.
- Coordinate meetings and prepare minutes of meetings
- Assist PM/ APM/ PE in preparing cost assessments, evaluations on cost, time, quality and other aspects of project management.
- Assist PM/ APM/ PE in preparing determinations under the contracts.
- Keep proper records of all project documents.

Salary and Benefits

- Negotiable based on qualifications and experience
- Variable allowance based on level of effort
- Health Insurance
- Staff Development Trainings

Interested Candidates, please send in your CV, Educational Certificates and Experience Letters before **10th September 2026**

Head, of Human Resources,
Riyan Private Limited,
H. Azum, 3rd Floor,
Ameenee Magu,
Male', Maldives
Email: hr@riyan.com.mv
T: +9603315049