

## **WE ARE HIRING!**

### **Exciting Career Opportunities in the Maldives!**

Are you ready to take the next step in your career and be part of a major airport infrastructure project?

Beijing Urban Construction Group Co., Ltd. (BUCG) is seeking skilled, motivated, and experienced professionals to join our team for our Airport Construction Project in the Maldives.

### **CURRENT JOB VACANCIES**

1. Safety Coordinator
2. Office Driver
3. Contract Controller
4. Quantity Surveyor

#### **1) SAFETY COORDINATOR**

##### **Job Duties and Responsibilities**

- Conduct regular safety inspections at construction sites to identify potential hazards and unsafe working conditions.
- Ensure compliance with company Health, Safety, and Environment (HSE) policies and applicable safety regulations governing airport infrastructure construction.
- Ensure all workers properly use Personal Protective Equipment (PPE).
- Identify workplace hazards, conduct risk assessments, and recommend preventive and corrective measures.
- Monitor high-risk construction activities, including working at heights, lifting operations, excavation, and electrical work.
- Assist in investigating workplace accidents, incidents, and near misses, and prepare relevant reports.
- Maintain safety inspection records, incident reports, training attendance records, and other HSE documentation.
- Coordinate with project managers, site engineers, supervisors, and subcontractors to implement safety procedures.
- Coordinate with airport departments, relevant stakeholders, the MNDF, AVSECOM, and other regulatory safety authorities regarding construction-related implementation.
- Monitor emergency preparedness, fire safety arrangements, and emergency evacuation procedures.
- Ensure safety signs, barricades, warning notices, and other safety equipment are properly maintained.
- Follow up on corrective actions and report unresolved safety issues to management.
- Promote a positive safety culture and encourage workers to follow safe working practices.

##### **Required Qualifications and Experience**

- Diploma or Bachelor's Degree in Occupational Health and Safety, Engineering, Construction Management, or a related field.
- Minimum 2–3 years of relevant safety experience in the construction industry.
- Knowledge of construction safety regulations, HSE procedures, and risk assessment.
- Experience in site inspections, safety training, and accident investigations.
- Good communication, coordination, and reporting skills.
- Ability to work effectively with construction teams and subcontractors.
- Proficiency in Microsoft Office and safety documentation.

## **2) OFFICE DRIVER**

### **Job Duties and Responsibilities**

- Provide safe and timely transportation for company staff, management, and authorized visitors.
- Perform daily vehicle inspections to ensure vehicles are clean, safe, and in good working condition.
- Follow assigned transportation schedules and routes to ensure punctuality.
- Ensure compliance with local traffic laws, road safety regulations, and company policies.
- Maintain accurate records of vehicle mileage, fuel consumption, and maintenance.
- Arrange regular vehicle servicing, repairs, and inspections when required.
- Assist with airport pickups, drop-offs, and other official transportation requirements.
- Report vehicle defects, accidents, or safety concerns immediately to management.
- Maintain confidentiality and professionalism when transporting company personnel and documents.
- Assist with administrative errands, deliveries, and other office-related duties as assigned.
- Ensure company vehicles are properly parked, secured, and maintained.

### **Required Qualifications and Experience**

- Valid driving licence recognized in the Maldives.
- Good knowledge of local roads, traffic regulations, and road safety procedures.
- Basic knowledge of vehicle maintenance and troubleshooting.
- Good communication and time-management skills.
- Ability to follow instructions and maintain professional conduct.
- Responsible, punctual, trustworthy, and flexible with working hours.

## **3) CONTRACT CONTROLLER**

### **Job Duties and Responsibilities**

- Establish the process and procedure of Contract Management in the Project team
- Create, analyze, negotiate, and execute an array of contracts for various project under BUCG in Maldives
- Initiate, study, collaborate, prepare and negotiate the claim, variations for various project under BUCG in Maldives
- Build and maintain relationships with clients, subcontractor and other business connections
- Maintain contract-related documents and correspondence
- Present contract information to relevant team in the Project group
- Troubleshoot contract-related problems, such as breach of contract, potential risk, liability and responsibility, etc.
- Keep track of contracts and extend, renew, or close them out

### **Required Qualifications and Experience**

- Bachelor's Degree or Diploma in Business Administration, law, finance, supply chain management, or project management.
- Minimum 3–5 years of relevant experience in contract management, contract administration, procurement or legal settings related to the construction industry.
- Knowledge of construction materials, methods, and measurement standards.
- Familiarity with FIDIC contracts and international construction standards.
- Strong analytical, numerical, negotiation, and problem-solving skills.
- Good communication, coordination, and reporting skills.
- Ability to work independently and meet project deadlines.
- Previous experience in large-scale infrastructure, airport, or commercial construction projects is an advantage.

## **4) QUANTITY SURVEYOR**

### **Job Duties and Responsibilities**

1. Prepare and review Bills of Quantities (BOQ), cost estimates, and project budgets for construction projects.
2. Conduct quantity take-offs and material calculations based on construction drawings and specifications.
3. Prepare and evaluate tender documents, quotations, and subcontractor proposals.
4. Prepare interim payment applications, progress claims, and final accounts as per Contract.
5. Identify, evaluate, and prepare cost variations and additional work claims.
6. Coordinate with project managers, engineers, architects, and subcontractors regarding project costs and contractual matters.
7. Conduct site visits to verify work progress, measurements, and completed construction activities.
8. Assist in procurement activities, including material cost comparisons and supplier evaluations.
9. Ensure compliance with contractual requirements, company procedures, and relevant construction standards.
10. Assist in resolving contractual disputes, payment issues, and cost-related matters.

### **Required Qualifications and Experience**

- Bachelor's Degree or Diploma in Quantity Surveying, Civil Engineering, Construction Management, or a related field.
- Minimum 3–5 years of relevant experience in quantity surveying, preferably in the construction industry.
- Good knowledge of construction cost estimation, budgeting, BOQ preparation, and contract administration.
- Experience in quantity take-offs, tender evaluations, progress payments, and variation claims.
- Ability to read and interpret architectural, structural, and engineering drawings.
- Knowledge of construction materials, methods, and measurement standards.
- Familiarity with FIDIC contracts and international construction standards is an advantage.
- Strong analytical, numerical, negotiation, and problem-solving skills.
- Good communication, coordination, and reporting skills.
- Ability to work independently and meet project deadlines.
- Previous experience in large-scale infrastructure, airport, or commercial construction projects is an advantage.

### **SALARY & BENEFITS**

- Competitive and negotiable based on qualifications and experience.

### **HOW TO APPLY**

Interested candidates should submit their CV along with copies of educational certificates, National Identity Card (both sides), and all relevant supporting documents (including a valid police report).

Email: [sukey.bucg@gmail.com](mailto:sukey.bucg@gmail.com) & [zulaikhahussain@bucg.cc](mailto:zulaikhahussain@bucg.cc)

Please state the position applied for in the email subject line.

**Application Deadline: 22nd October 2026**

Only shortlisted candidates will be contacted for further selection procedures.

**Join our team and build your future with BUCG!**