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

- Must have completed A'level
- Diploma / Bachelor's Degree in Civil Engineering/Project Management or related field would be an added advantage
- Previous experience in a related field would be an added advantage

Main Responsibilities

- Organize, streamline and moderate all communications between Customer / Client and Internal team
- Record and track all decisions and timelines being agreed upon and update accordingly
- Document all communications, minutes of meetings, issue trackers
- Assist in preparing cost assessments, evaluations on cost, time, quality and other aspects of project management
- Assist in preparing determinations under the contacts
- Follow-up with relevant internal and external parties on deadlines
- Coordinate meetings, site visits, inspections, etc.
- Ensure proper engagement and progress update to Customer / Client through the focal point

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 **03 December 2026**

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