



Maldives Marketing & PR Corporation  
Male' / Maldives

Announcement Number: (IUL)MMPRC-HR/1/2020/21

**JOB OPPORTUNITIES**

**Basic Salary (per month):** MVR 13,800.00  
**Service Allowance (per month):** MVR 4,800.00  
**Daily allowance (per month):** MVR 4,800.00  
Overtime allowances will be paid accordingly

**Position:** Webmaster

Vacant slots: 1

Department/Section: Digital Media and Online Marketing

**1. Minimum Qualifications:**

Including proving the ability and skill in performing the assigned tasks.

- a. Master's Degree / Advance Professional Diploma / Advance Professional Certificate (National Qualification Level 9) in relevant field with minimum 1-year experience in the senior post in a similar field, **OR**
- b. Graduate Diploma / Post Graduate Diploma (National Qualification Level 8) in relevant field with minimum 4 years' experience in a senior post in a similar field **OR**
- c. Bachelor's degree/ Bachelor's honors degree/ Professional diploma/Professional certificate (National qualification level 7) in a relevant field with a minimum of 6 years' experience in a senior post in a similar field.

**2. Key roles and responsibilities:**

- a. Overseeing all aspects of creating and maintaining visitmaldives.com (including development of language pages.
- b. Means of driving traffic to visitmaldives.com from all marketing activities
- c. Design enhancement and adjustments for user friendliness.
- d. Ensuring the security of the website and bringing necessary changes
- e. Ensuring functionality and efficiency of sites and servers
- f. Uploading required documents to the website
- g. Test websites across browsers, operating systems and devices
- h. Updating the membership page and bringing necessary changes to the page
- i. Maintaining various vendor/member contact databases
- j. Implementing requested features on website requested by management team
- k. Developing custom pages for website
- l. Developing custom graphics and other content for the website
- m. Optimize loading speeds and capacity
- n. Debug pages and fix broken links or images
- o. Updating website contact as per management request
- p. Responding to user comments and inquiries
- q. Monitor and analyze site performance (e.g. traffic, conversions)
- r. Maintaining, managing and working with circulars, newsletters and company contact database





- s. Preparing budget for the development of website
- t. Preparing website development plans as per management instruction

**3. Deadline for Application Submission:**

Interested candidates, please email your application to [jobs@visitmaldives.com](mailto:jobs@visitmaldives.com) on or before 1500 hours of 21<sup>st</sup> October 2020.

**4. Compulsory documents required**

- a. Duly completed the job application form
- b. CV of the applicant with contact information
- c. Copy of national identity card
- d. Reference letters if applicable
- e. Attested copies educational certificates/ transcripts
- f. Portfolio of previous work experience

**5. Additional Information:**

- a. Unsuccessful candidates will be informed verbally. A written document shall not be issued.
- b. Email address to submit documents: [jobs@visitmaldives.com](mailto:jobs@visitmaldives.com)
- c. The job application form will be available to download on our website at the link below.  
Link: <https://corporate.visitmaldives.com/downloads/>
- d. For any inquiries please contact: 3323228, 3035512, 3035513 or 3035514

**6. Address line:**

Thoyyib Mohamed,  
Managing Director,  
Maldives Marketing and Public Relations Corporation

13<sup>th</sup> October 2020

