



**Maldives Marketing & PR Corporation
Male' / Maldives**

Announcement Number: (IUL)MMPRC-HR/1/2021/4

JOB OPPORTUNITIES

Basic Salary (per month): MVR 7,080/-
Service Allowance (per month): MVR 2,360/-
Daily allowance (per month): MVR 2,360/-

Position: IT Administrator

Overtime allowances will be paid accordingly

Vacant slots: 1

**Department / Section: Information
Technology**

1. Minimum Qualifications:

Including proving the ability to perform the assigned tasks.

- a. Bachelors honors degree, Bachelor's degree, Professional Diploma, Professional certificate (National Qualification level 7) in a similar field **OR**
- b. Advance diploma, Associate degree, Professional certificate (National qualification level 6) in a similar field with 1-year experience in a similar field **OR**
- c. Diploma (National Qualification level 5) in a similar field with a minimum of 2 years' experience in a similar field.

2. Key roles and responsibilities:

- a. Monitoring the hardware and software related works
- b. Monitoring and maintaining corporation server
- c. Identifying software's required for the corporation and monitoring and updated software's' used within the corporation
- d. Maintaining and updating computer systems
- e. Identifying network issues and fixing
- f. Maintaining corporation's computer infrastructure
- g. Managing corporation's PABX system
- h. Maintaining and updating corporation email database
- i. Completing the tasks related to IT section
- j. Participating in events organized by Corporation

3. Deadline for Application Submission:

Interested candidates please email your application to jobs@visitmaldives.com on or before 1500 hours on Wednesday, 13th January 2021





4. Compulsory documents required

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

5. Additional Information:

6. Email address to submit documents: jobs@visitmaldives.com
7. Only shortlisted candidates shall be contacted for the interview.
8. Following the interviews, unsuccessful candidates will be informed verbally. A written document shall not be issued.
9. Job application form will be available to download on our website at the link below.
Link: <https://corporate.visitmaldives.com/downloads/>
10. For any enquiries please contact: 3323228, 3035512, 3035513 or 3035514

11. Address line:

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

04th January 2021

