

Maldives Marketing & PR Corporation
Male' / Maldives

Announcement Number: (IUL)MMPRC-HR/1/2021/2

JOB OPPORTUNITIES

Basic Salary (per month): MVR 16,200/-
Service Allowance (per month): MVR 5,400/-
Daily allowance (per month): MVR 5,400/-

Note: (Due to covid-19, salary has been revised as per the following. Original salary will be paid after the situation becomes normal.

Basic Salary (per month): MVR 15,228.00
Service Allowance (per month): MVR 5,076.00
Daily allowance (per month): MVR 5,076.00

Overtime allowances will be paid accordingly

Vacant slots: 1

Position: Executive Director

Department / Section: Corporate Affairs/Procurement

1. Minimum Qualifications & Skills:

Including proving the ability to perform the assigned tasks.

1. Master's degree, Advance professional diploma, Advance professional certificate (National qualification level 9) at least 2 years of leadership experience in a related field **OR**
2. Graduate diploma, Post graduate diploma (National qualification level 8) minimum 5 years' proven working experience in a similar field at a senior post. **OR**
3. Bachelors honors degree, Bachelors degree, Professional Diploma, Professional certificate (National Qualification level 7) with a minimum of 7 years' proven working experience in a similar field at a senior post.

AND

1. Demonstrated leadership skills, both in building teams and influencing company direction
2. Strong analytical skills
3. Strong interpersonal skills and willingness to communicate with clients, colleagues, and management
4. Excellent problem-solving ability
5. Project management skills
6. Excellent negotiator and mediator
7. Excellent writing, communication and presentation skills in both English and Dhivehi

2. Key roles and responsibilities:

1. Develop, communicate and execute long-term strategy and goals for the department to promote effectiveness and efficiency
2. Develop, communicate and administer procurement program that adds value and efficiency to the organization
3. Implement best practices in procurement management to support organization objectives
4. Lead rigorous and objective contract negotiation with key stakeholders and support groups
5. Manage, review, and update procurement strategies and policies based on changing condition to enhance organizational value and efficiency





6. Collaborate with key persons to ensure clarity of the specifications and expectations of the organization
7. Identify areas of improvement to drive the performance of the organization continually
8. Formulate and implement a measuring system, controls, policies, procedures and performance metrics to effectively and efficiently manage the team
9. Promote a culture of integrity, high performance, continuous improvement and commitment to quality
10. Formulate a strategic plan to create an inclusive atmosphere that accommodates the different needs & working styles of each individual within the group to achieve a collective purpose
11. Develop and implement procurement-related training programs for the procurement team to build a highly efficient team of procumbent professionals
12. Serve as the primary contact for procurement related queries, policies, and procedure interpretation and alignment by all departments
13. Perform risk management for the service/supply contracts and agreements
14. Prepare daily and monthly procurement reports.
15. Reports to the senior management
16. Prepare documents required for the annual budget of the procurement section
17. Prepare and execute procurement policy and guidelines
18. Develop, communicate and administer activities related to Request for Proposal (RFP)s and bid evaluation
19. Develop, communicate, and administer activities related to agreements
20. Perform tasks related to Inventory management
21. Coordinate and supervise tasks related to official trips
22. Assist and participate in events organized by the 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:

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

6. Address line:

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

04th January 2021

