



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

Announcement Number: (IUL)MMPRC-HR/1/2021/3

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

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

Position: Webmaster

Basic Salary (per month): MVR 13,110.00
Service Allowance (per month): MVR 4,370.00
Daily allowance (per month): MVR 4,370.00
Overtime allowances will be paid accordingly

Vacant slots: 1

Department/Section: Digital Media and Online Marketing

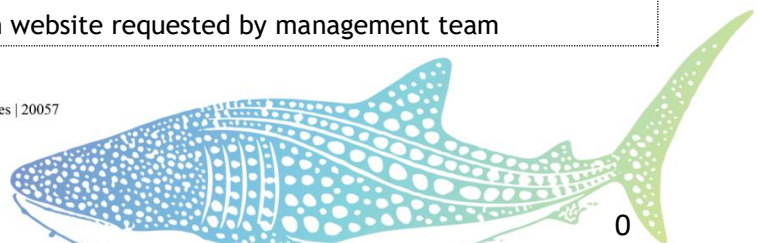
1. Minimum Qualifications:

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 3 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 5 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 on or before 1500 hours of 13th January 2021

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. 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

