

Maldives Marketing & PR Corporation
Male' / Maldives

Announcement Number: (IUL)MMPRC-HR/1/2021/7

JOB OPPORTUNITIES

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

Position: Administrative Officer

Overtime allowances will be paid accordingly

Vacant slots: 1

Department / Section: Human Resources & Administration

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. Coordinate schedules, arrange meetings, distributing memos and reports and ensuring that everyone is kept current of necessary company information
- b. Ensuring office supplies are maintained, including checking inventory working with procurement to ensure adequate levels of necessary supplies at all time
- c. Preparation of cooperation reports
- d. Organize and maintain the electronic and manual filing system
- e. Managing meeting room bookings as required
- f. Attending meetings and record notes and messages
- g. Visa processing and assisting with other travel requirements
- h. Preparation and coordinating office opening and closing schedule
- i. Undertake general clerical and administrative tasks to support the Corporation as required
- j. Provide cover for colleagues during periods of annual leave and absence from the office

- k. Carry out administrative tasks related to events organized by the Corporation and participate when needed
- l. Preparation and managing of vendor agreements
- m. Undertake the responsibility of registering MMPRC logos and trademarks

3. Deadline for Application Submission:

Interested candidates please email your application to jobs@visitmaldives.com on or before 1500 hours on Wednesday, 17th February 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 (Valid, Recent)

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

08th February 2021