

Maldives Marketing & PR Corporation
Male' / Maldives

Announcement Number: (IUL)MMPRC-HR/1/2021/6

JOB OPPORTUNITIES

Basic Salary (per month): MVR 13,800/-
Service Allowance (per month): MVR 4,600/-
Daily Allowance (per month): MVR 4,600/-
Company Secretary Allowance (per month): MVR 2,460/-

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 13,110/-
Service Allowance (per month): MVR 4,370/-
Daily allowance (per month): MVR 4,370/-
Company Secretary Allowance (per month): MVR 2,460/-

Overtime allowances will be paid accordingly

Vacant slots: 1

Position: Legal Counsel

Department / Section: Strategic Planning and Legal Service / Legal Service

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 in Law or Shariah and Law) at least 1 year of leadership experience in a related field **OR**
2. Graduate diploma, Post graduate diploma (National qualification level 8 in Law or Shariah and Law) minimum 3 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 in Law or Shariah and Law) with a minimum of 7 years' proven working experience in a similar field at a senior post.

AND

Shall be an authorized attorney at law in Maldives

In addition to the above:

1. Shall have experience in drafting agreements
2. Familiar with the responsibilities of company secretary
3. Strong analytical skills
4. Strong interpersonal skills and willingness to communicate with clients, colleagues, and management





5. Excellent problem-solving ability
6. Excellent negotiator and mediator
7. Excellent writing, communication and presentation skills in both English and Dhivehi

2. Key roles and responsibilities:

8. Develop, communicate and execute long-term strategies and goals for the department to promote effectiveness and efficiency
9. Provide legal advice and conduct all legal works and ensure good record keeping
10. Communicate with the external legal councilor and ensure good record keeping
11. Maintaining all the legal records of the Corporation
12. Drafting and finalizing agreements
13. Drafting the policies required by the Corporation
14. Undertake the responsibilities of the company secretary
15. Administrative works of the Board of Directors
16. Promote a culture of integrity, high performance, continuous improvement and commitment to quality
17. Implement best practices in legal service to support organization objectives
18. Create awareness among other staff about the procedures and guidelines of the legal service section
19. Complete daily and monthly reports within the given deadlines
20. Provide regular updates to the senior management
21. Establish an environment by the guidance of senior management to achieve the objective of the corporation,
22. Prepare of the section budget
23. Prepare and review SOPs and ensure implementation of the procedures
24. 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 Thursday, 18th 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. Copy of attorney at law
- 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

11th February 2021



Maldives Marketing & Public Relations Corporation

Company Registration Number C-0509/20

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