

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 Secretory 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 Secretory Allowance (per month): MVR 2,460/-

Overtime allowances will be paid accordingly

Department / Section: Strategic Planning Vacant slots: 1 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 secretory
- 3. Strong analytical skills
- 4. Strong interpersonal skills and willingness to communicate with clients, colleagues, and management







Maldives Marketing & Public Relations Corporation

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Position: Legal Counsel

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- 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 secretory
- 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/
- For any enquiries please contact: 3323228, 3035512, 3035513 or 3035514







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6. Address line:

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

11th February 2021





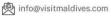




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