

Maldives Marketing & PR Corporation
Male' / Maldives

Announcement Number: (IUL)MMPRC-HR/1/2021/18

JOB OPPORTUNITIES

Basic Salary (per month): MVR 9,600/-
Service Allowance (per month): MVR 3,200/-
Daily allowance (per month): MVR 3,200/-
Overtime allowances will be paid accordingly

Position: Assistant Director

Vacant slots: 1

Department / Section: Human Resources and Administration Section

1. Minimum Qualifications & Skills:

Including proving the ability to perform the assigned tasks.

1. Graduate diploma, Post graduate diploma (National qualification level 8) minimum 1 year proven working experience in a similar field at a senior post.
2. Bachelors honors degree, Bachelor's degree, Professional Diploma, Professional certificate (National Qualification level 7) with minimum 2 years working experience in a similar field at a senior post **OR**
3. Advance diploma, Associate degree, Professional certificate (National qualification level 6) minimum 2 years working experience in a similar field at a senior post
AND
Excellent writing, communication and presentation skills in both English and Dhivehi

2. Key roles and responsibilities:

1. Provide assistance in administration section works as per the supervisor's advice.
2. Prepare and implement SOPs and Policies required for the development of the corporation
3. Prepare the annual report of the Corporation and send within the given deadline.
4. Prepare and send quarterly reports to the Privatization Board within the given deadline
5. Do the required arrangements for the Corporation's both internal and external audit, and follow up the audit process.
6. Prepare section board papers to be submitted to the Board of Directors
7. Receive letters and other documents addressed to the MD and prepare the replies
8. Handle MD's appointments as per his advice
9. Make arrangements for MD's travels and shall be willing to travel if required
10. Prepare reports required by the Managing Director on his request as per his advice
11. Draft letters and responses to documents
12. 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 Tuesday, 30th March 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. Police Report (3 months recent)

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

22nd March 2021