



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

Announcement Number: (IUL)MMPRC-HR/1/2021/11

JOB OPPORTUNITIES

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

Position: IT Administrator

Overtime allowances will be paid accordingly

Vacant slots: 1

**Department / Section: Information
Technology**

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:

1. Monitoring the hardware and software related works
2. Monitoring and maintaining the corporation server
3. Identifying software's required for the corporation and carry out the relevant works related to maintaining and updating the software
4. Maintaining and updating the Corporation's computer systems
5. Identifying network issues and resolving the issues
6. Maintaining corporation's computer infrastructure
7. Managing corporation's PABX system
8. Maintaining and updating the Corporation's email database
9. Completing the tasks related to IT section as per the instructions of the supervisor
10. Participating in events organized by Corporation

3. Deadline for Application Submission:

Interested candidates please email your application to jobs@visitmaldives.com on or before 1500 hours on Monday, 08th 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. Portfolio of previous work experience
- g. Police report

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

28th February 2021

