

Maldives Marketing & PR Corporation
Male' / Maldives

Announcement Number: (IUL)MMPRC-HR/1/2021/33

JOB OPPORTUNITIES

Basic Salary (per month): MVR 16,200/-
Service Allowance (per month): MVR 5,400/-
Daily allowance (per month): MVR 5,400/-

Position: Executive Director

Overtime allowances will be paid accordingly

Department / Section: Corporate Affairs/Procurement

Vacant slots: 1

1. Minimum Qualifications & Skills:

Including proving the ability to perform the assigned tasks.

- a. Master's degree, Advance professional diploma, Advance professional certificate (National qualification level 9) at least 2 years of leadership experience in a related field **OR**
- b. Graduate diploma, Post graduate diploma (National qualification level 8) minimum 5 years' proven working experience in a similar field at a senior post. **OR**
- c. Bachelors honors degree, Bachelors degree, Professional Diploma, Professional certificate (National Qualification level 7) with a minimum of 7 years' proven working experience in a similar field at a senior post.

AND

- a. Demonstrated leadership skills, both in building teams and influencing company direction
- b. Strong analytical skills
- c. Strong interpersonal skills and willingness to communicate with clients, colleagues, and management
- d. Excellent problem-solving ability
- e. Project management skills
- f. Excellent negotiator and mediator
- g. Excellent writing, communication, and presentation skills in both English and Dhivehi

2. Key roles and responsibilities:

- a. Develop, communicate, and execute long-term strategy and goals for the department to promote effectiveness and efficiency
- b. Develop, communicate and administer procurement program that adds value and efficiency to the organization
- c. Implement best practices in procurement management to support organization objectives



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- d. Lead rigorous and objective contract negotiation with key stakeholders and support groups
- e. Manage, review, and update procurement strategies and policies based on changing condition to enhance organizational value and efficiency
- f. Collaborate with key persons to ensure clarity of the specifications and expectations of the organization
- g. Identify areas of improvement to drive the performance of the organization continually
- h. Formulate and implement a measuring system, controls, policies, procedures and performance metrics to effectively and efficiently manage the team
- i. Promote a culture of integrity, high performance, continuous improvement and commitment to quality
- j. Formulate a strategic plan to create an inclusive atmosphere that accommodates the different needs & working styles of each individual within the group to achieve a collective purpose
- k. Develop and implement procurement-related training programs for the procurement team to build a highly efficient team of procumbent professionals
- l. Serve as the primary contact for procurement related queries, policies, and procedure interpretation and alignment by all departments
- m. Perform risk management for the service/supply contracts and agreements
- n. Prepare daily and monthly procurement reports.
- o. Reports to the senior management
- p. Prepare documents required for the annual budget of the procurement section
- q. Prepare and execute procurement policy and guidelines
- r. Develop, communicate and administer activities related to Request for Proposal (RFP)s and bid evaluation
- s. Develop, communicate, and administer activities related to agreements
- t. Perform tasks related to Inventory management
- u. Coordinate and supervise tasks related to official trips
- v. 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, 31st August 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



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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 August 2021



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