

Maldives Marketing & PR Corporation
Male' / Maldives

Announcement Number: (IUL)MMPRC-HR/1/2021/32

JOB OPPORTUNITIES

Basic Salary (per month): MVR 5,820.00
Service Allowance (per month): MVR 1,940.00
Daily allowance (per month): MVR 1,940.00
Overtime allowances will be paid accordingly

Position: Procurement Assistant

Vacant slots: 1

Department / Section: Procurement

1. Minimum Qualifications:

Including proving the ability to perform the assigned tasks.

- a) Three passes in GCE A' Level (including Dhivehi and English) **OR**
- b) Three passes in GCE O' Level (including Dhivehi and English) with 1-year experience in similar field

2. Key roles and responsibilities:

- 1. Assisting in preparing RFPs required for the marketing events as per the management advise.
- 2. Assisting in preparing documents needed to be submitted to the bid evaluation committee, arrange meetings, and draft report needed for bid proposal evaluation required for marketing and other events.
- 3. Prepare bid evaluation report for marketing and other event bids, ensure proper filing of bid documents, and assist with submitting documents for audit purpose.
- 4. Draft agreements required by the corporation as per the management instructions
- 5. Prepare and send award letter for Successful bid submissions.
- 6. Participate in activities conducted by the corporation
- 7. Accomplishes organization goals by accepting ownership for accomplishing new and different requests and exploring opportunities to add value to job accomplishments

3. Deadline for Application Submission:

Interested candidates please email your application to jobs@visitmaldives.com on or before 1500 hours on Wednesday, 25th 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. 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

1. Address line:

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

11th August 2021



Maldives Marketing & Public Relations Corporation

Company Registration Number C-0509/2011

+ (960) 332 3228

visitmaldives.com

info@visitmaldives.com



2nd Floor, Zonaria, Boduthakurufaanu Magu, 20057, Male', Republic of Maldives

@visitmaldives