

Maldives Marketing & PR Corporation
Male' / Maldives

Announcement Number: (IUL)MMPRC-HR/1/2021/41

JOB OPPORTUNITIES

Basic Salary (per month): MVR 7,080.00
Service Allowance (per month): MVR 2,360.00
Daily allowance (per month): MVR 2,360.00
Overtime allowances will be paid accordingly

Position: Finance Officer

Vacant slots: 1

Department / Section: Finance

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.

Key roles and responsibilities:

1. Processing and reporting of payments transferred as required by the Finance Department.
2. Clearance of payables and receivables of the corporation with regular follow up, solving and reporting of any issues identified.
3. Preparing budget reports/letters and other documents as per the supervisor's instructions.
4. Participating in activities and events organized by MMPRC and events MMPRC will be taking part of.

1. Deadline for Application Submission:

Interested candidates please email your application to jobs@visitmaldives.com on or before 1500 hours on Monday, 4th October 2021.

2. 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)

3. 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. All documents should be submitted in PDF format as one document.
- e. Job application form will be available to download on our website at the link below.
Link: <https://corporate.visitmaldives.com/downloads/>
- f. For any enquiries please contact: 3323228, 3035512, 3035513 or 3035514

1. Address line:

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

27th September 2021



Maldives Marketing & Public Relations Corporation

Company Registration Number C-0509/2011

+ (960) 332 3228

visitmaldives.com

info@visitmaldives.com

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

@visitmaldives