

Maldives Marketing & PR Corporation
Male' / Maldives

Announcement Number: (IUL)MMPRC-HR/1/2021/39

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 Thursday, 16th September 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

8th September 2021

