

Maldives Marketing & PR Corporation
Male' / Maldives

Announcement Number: (IUL)MMPRC-HR/1/2021/53

JOB OPPORTUNITY

Basic Salary (per month): MVR 11,400.00
Service Allowance (per month): MVR 3,800.00
Daily allowance (per month): MVR 3,800.00
Overtime allowances will be paid accordingly

Position: Assistant Editor

Vacant slots: 1

Department / Section: Destination Marketing/Digital Media & online Marketing

1. Minimum Qualifications:

Including proving the ability to perform the assigned tasks:

- a. Bachelor's degree/Bachelor's honors degree/Professional diploma/Professional certificate (National qualification level 7) in a similar field with minimum 1 (One) year experience in similar filed **OR**
- b. Diploma (National Qualification level 5) in a similar field with a minimum of 5 (Five) years' experience in a similar field.

2. Key roles and responsibilities:

- a. Assist the supervisor in setting standards, establishing goals and expectations
- b. Supervise and coordinate work of content team
- c. Research and authenticate facts, dates, and statistics to increase reader engagement and retention
- d. Responsible for the implementation of strategies for content production that exceeds target audience expectation
- e. Collaborate with team to come up with new and original content
- f. Cooperate and liaise with team members to manage editorial calendar ensuring deadlines are met
- g. Assist the team in formulating content for blogs, newsletters, press statements, circulars, marketing materials, data visualization, infographics, and video to ensure optimal delivery of content to the target audience across multiple channels
- h. Proofread, and restructure written work for accuracy, sense, content, and readability and ensure to maintain brand consistency
- i. Chose supporting materials, including graphs, images, and charts to complement the written piece
- j. Follow current events to suggest new, compelling, informative and engaging content
- k. Stay up-to-date on the latest content production techniques
- l. Proactively contributes to team efforts by accomplishing targets and expediting work results
- m. Adhere to MMPRC's brand identity and guidelines.
- n. Utilize best practices, techniques, and standards throughout the entire content creation process
- o. Accomplish organization goals by accepting ownership for accomplishing new and different requests and exploring opportunities to add value to job accomplishments



PREVENT DOMESTIC VIOLENCE

- p. Promote a culture of integrity, inclusion, agility, transparency, and fostering an environment where people can contribute, innovate and excel.
- q. Guide and develop team members with appropriate encouragements, guidance, assistance on research, creating reports, scheduling, meeting deadlines and other day-to-day tasks and providing feedback and experimental growth opportunities through appraising performance
- r. Participate in different activities conducted by the Corporation.
- s. Complete the task as per the Job Description and other tasks related to the services of the Corporation.

3. Deadline for Application Submission:

Interested candidates please email your application to jobs@visitmaldives.com on or before **04th November 2021 (Thursday), 1500hrs.**

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
- e. Attested copies educational certificates/ transcripts (certificates from abroad shall be accredited from MQA)
- f. CV with reference contact details (with contact number)
- g. Portfolio of previous work experience
- h. Police Report

5. Additional Information:

- a. Only shortlisted candidates shall be contacted for the interview.
- b. Following the interviews, unsuccessful candidates will be informed verbally. A written document shall not be issued
- c. Email address to submit documents: jobs@visitmaldives.com
- 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

6. Address line:

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

27th October 2021



**PREVENT
DOMESTIC
VIOLENCE**