

Maldives Marketing & PR Corporation
Male' / Maldives

Announcement Number: (IUL)MMPRC-HR/1/2021/51

JOB OPPORTUNITY

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: Multimedia Coordinator

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. **OR**
- b. Advance diploma/Associate degree/Professional Certificate (National qualification level 6) in a similar field with 1 (one) year experience in a similar field. **OR**
- c. Diploma (National Qualification level 5) in a similar field with a minimum of 2 (Two) years' experience in a similar field.

2. Key roles and responsibilities:

- a. Carry out the tasks of Digital Media and Online marketing section assigned
- b. Prepare Digital Media and Online marketing annual plan, with instructions from the Supervisor.
- c. Publish marketing campaigns in digital media plate forms.
- d. Develop digital media marketing campaigns
- e. Provide ongoing digital media campaign updates to the management, as instructed
- f. Design souvenirs to be used in different marketing campaigns.
- g. Upload photos, videos and information of the Corporation's events and activities to social media platforms and to the website.
- h. Ensure and maintain the validity of the information updated to the Corporation's website and update with the latest information.
- i. Assist with the development of the marketing plan and the annual budget.
- j. Participate in different activities conducted by the Corporation.



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k. 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 **31st October 2021 (Sunday), 1500hrs.**

4. Compulsory documents required

- a. Duly completed job application form
- b. CV of applicant with contact information and Referees details.
- c. Copy of national identity card
- d. Reference letters
- e. Attested copies educational certificates/ transcripts
- f. Portfolio of previous work experience
- g. 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

25th October 2021



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VIOLENCE**