

# Maldives Marketing & PR Corporation Male' / Maldives

Announcement Number: (IUL)MMPRC-HR/1/2021/54

# JOB OPPORTUNITY

Basic Salary (per month): MVR 13,800.00 Service Allowance (per month): MVR 4,600.00 Daily allowance (per month): MVR 4,600.00 Overtime allowances will be paid accordingly

Position: Director

Vacant slots: 1

**Department / Section:** Finance

## 1. Minimum Qualifications:

Including proving the ability to perform the assigned tasks:

- a. Master's degree, Advance professional diploma, Advance professional certificate (National qualification level 9) at least 3 years of leadership experience in a related field OR
- b. Bachelors honors degree, Bachelors degree, Professional Diploma, Professional certificate (National Qualification level 7) with a minimum of 8 years' proven working experience in a similar field at a senior post.

### 2. Key roles and responsibilities:

- a. Assist the Chief Finance Officer in setting standards, establishing goals and expectations
- b. Ensure all day-to-day work of the Finance Department are carried out on a regular basis.
- c. Supervise the day-today work of Finance Department staff
- d. Assist the Chief Finance officer in the annual budget projections and carry out all assigned tasks related
- e. Assisting other departments/sections with department budget preparation
- f. Prepare yearly and other relevant budget statements for the Board of Directors as per the advice of Chief Financial Officer
- g. Monitor the Corporation's approved budget and ensure that all the expenditures occurring are within the set budget.
- h. Prepare and send Financial Reports, approved budget and other required documents to the relevant authorities as and when required
- i. Assist the Chief Finance Officer in preparing necessary Policies and Procedures for the Finance Department
- j. Carry out and monitor accounts reconciliation work
- k. Ensure all the payments are processed in a timely manner
- l. Ensure receivables are updated and received in a timely manner











PREVENT DOMESTIC VIOLENCE

Maldives Marketing & Public Relations Corporation







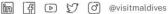


2nd Floor, Zonaria, Boduthakurufaanu Magu, 20057, Male', Republic of Maldives











### m. Participate in the activities/events organized by the Corporation

#### 3. Deadline for Application Submission:

Interested candidates please email your application to jobs@visitmaldives.com on or before 23rd November 2021 (Tuesday), 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. 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.
- f. Link: <a href="https://corporate.visitmaldives.com/downloads/">https://corporate.visitmaldives.com/downloads/</a>
- g. For any enquiries please contact: 3323228, 3035512, 3035513 or 3035514

## 6. Address line:

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

17th November 2021



















