

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 to it.
- 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



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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: <https://corporate.visitmaldives.com/downloads/>
- 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



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DOMESTIC
VIOLENCE**