

## Maldives Marketing & PR Corporation

Male' / Maldives

Announcement Number: (IUL)MMPRC-HR/1/2021/64

### JOB OPPORTUNITY

**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: Assistant Officer / Admin**

Vacant slots: 1

**Department / Section: Admin Unit**

#### 1. Minimum Qualifications:

Including proving the ability to perform the assigned tasks:

- a. Certificate Level 4 in relevant field **OR**
  - b. A 'level / 6 years and above experience in relevant field
- Priority will be given to candidates with 3 A 'level passes including Dhivehi and English.

#### 2. Key roles and responsibilities:

- a. Carryout work related to Admin Section as per the instructions of the supervisor.
- b. Answer reception phone calls and serve visitors by greeting and welcoming them appropriately
- c. Make entry of all letters/documents received, as per the set procedures and route to respective departments/sections on a daily basis
- d. Attend all emails received to the general email and route or reply as required
- e. Attend all e-Gov letters and make entry and route as required
- f. Prepare letters, notes and other documents of Admin Section
- g. Prepare and maintain daily minutes of the Corporation.
- h. Prepare service confirmation for bills and payments and send to Finance Section.



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- i. Maintain records of monthly retainer invoices and send the invoices to Finance Section with supporting documents for timely payments.
- j. Participate in the activities/events organized by the Corporation.

**3. Deadline for Application Submission:**

Interested candidates please email your application to [jobs@visitmaldives.com](mailto:jobs@visitmaldives.com) on or before **30<sup>th</sup> December 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. 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](mailto: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

23<sup>rd</sup> December 2021



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