

Maldives Marketing & PR Corporation
Male' / Maldives

Announcement Number: (IUL)MMPRC-HR/1/2021/57

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: Associate, Procurement

Vacant slots: 1

Department / Section: Procurement

1. Minimum Qualifications:

Including proving the ability to perform the assigned tasks:

- a. Diploma (National Qualification level 5) with a minimum of 1 year experience in a similar field.

2. Key roles and responsibilities:

- a. Stock maintenance of promotional materials and releasing items from promotional materials stock.
- b. Assisting in preparing RFPs required for the marketing events as per the management advice.
- c. Assisting in preparing documents needed to be submitted to the bid evaluation committee, arrange meetings, and draft report needed for bid proposal evaluation required for marketing and other events.
- d. Prepare bid evaluation report for marketing and other event bids, ensure proper filing of bid documents, and assist with submitting documents for audit purpose.
- e. Draft agreements required by the corporation as per the management instructions.
- f. Prepare and send award letter for Successful bid submissions.
- g. To prepare letters, notes and other documents related to Procurement section.
- h. To prepare service and goods purchase orders with the instructions of the supervisor.
- i. 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 **20th December 2021 (Monday), 1500hrs.**



PREVENT DOMESTIC VIOLENCE

Maldives Marketing & Public Relations Corporation

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+ (960) 332 3228

visitmaldives.com

info@visitmaldives.com

Company Reg No. C-0509/2011

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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

13th December 2021



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VIOLENCE**