

Maldives Marketing & PR Corporation

Male' / Maldives

Announcement Number: (IUL)MMPRC-HR/1/2021/69

JOB OPPORTUNITY

Basic Salary (per month): MVR 11,400.00

Service Allowance (per month): MVR 3,800.00

Daily allowance (per month): MVR 3,800.00

Overtime allowances will be paid accordingly

Position: Manager, Finance

Vacant slots: 1

Department / Section: Finance

1. Minimum Qualifications:

Including proving the ability to perform the assigned tasks:

- a. Bachelors' honors degree, Bachelor's degree, Professional Diploma, Professional certificate (National Qualification level 7) with a minimum of 1 (one) year experience.

OR

- b. College Diploma (National Qualification level 5) with a minimum of 5 (five) Years' experience

2. Key roles and responsibilities:

- a. Assist the supervisor 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 supervisor in the annual budget projections and carry out all assigned tasks related to it.
- e. Assist other departments/sections with department budget preparation
- f. Assist the supervisor to prepare all the financial statements.
- g. Carryout all the tax related work of the corporation and ensure the deadlines are met.



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- h. Assist the supervisor to monitor the Corporation's approved budget and ensure that all the expenditures occurring are within the set budget.
- i. Assist the supervisor in preparing necessary Policies and Procedures for the Finance Department.
- j. Carryout all other tasks of the section assigned by the supervisor.
- k. 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 **22nd December 2021 (Wednesday), 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

16 December 2021



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