

## Maldives Marketing & PR Corporation

Male' / Maldives

Announcement Number: (IUL)MMPRC-HR/1/2021/68

# JOB OPPORTUNITY

Basic Salary (per month): MVR 13,800.00	
Service Allowance (per month): MVR 4,600.00	Position: Senior Manager, HR
Daily allowance (per month): MVR 4,600.00	
Overtime allowances will be paid accordingly	
Vacant slots: 1	Department / Section: Corporate Service,
vacant stots. 1	HR & Administration, HR Unit

### 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) with a minimum of 3 years' experience.

OR

b. Bachelors' honors degree, Bachelor's degree, Professional Diploma, Professional certificate (National Qualification level 7) with a minimum of 8 years' of experience.

### 2. Key roles and responsibilities:

- a. Carry out the tasks of HR & Administration section with the guidance of supervisor.
- b. Assist the supervisor to prepare, revise and implement the Human Resources Policy of the Corporation.
- c. Assist the supervisor to prepare HR related policies, procedures to strengthen the operations and revise those policies and procedures accordingly.
- d. Conduct necessary research to identify staff training requirements and develop yearly training plan/calendar











PREVENT DOMESTIC VIOLENCE

Maldives Marketing & Public Relations Corporation





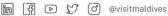














- e. Implement the training plan
- f. Verify contracts and reports prepared by HR and Admin Section
- Verify reports/sheets prepared by HR and Admin Section for monthly payroll
- h. Participate in the activities/events organized by the Corporation.

### 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/

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











Maldives Marketing & Public Relations Corporation















