

## 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

**Daily allowance (per month):** MVR 4,600.00

Overtime allowances will be paid accordingly

**Position:** Senior Manager, HR

Vacant slots: 1

**Department / Section:** Corporate Service,  
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**

- e. Implement the training plan
- f. Verify contracts and reports prepared by HR and Admin Section
- g. 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](mailto:jobs@visitmaldives.com) on or before **22<sup>nd</sup> 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](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/>

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



**PREVENT  
DOMESTIC  
VIOLENCE**