

## Maldives Marketing & PR Corporation

Male' / Maldives

Announcement Number: (IUL)MMPRC-HR/1/2021/61

### JOB OPPORTUNITY

**Basic Salary (per month): MVR 8,160.00**

**Service Allowance (per month): MVR 2,720.00**

**Daily allowance (per month): MVR 2,720.00**

Overtime allowances will be paid accordingly

**Position: Senior Officer / Talent Management**

Vacant slots: 1

**Department / Section: Human Resources and Administration**

#### 1. Minimum Qualifications:

Including proving the ability to perform the assigned tasks:

- a. Diploma (National Qualification level 5) with a minimum of 3 year experience in a similar field.

#### 2. Key roles and responsibilities:

- a. Carryout works related to Human Resources and Administration as per the instructions of the supervisor
- b. Assist in preparing and reviewing Human Resources plan, and other policies with instructions from the supervisor.
- c. Carryout staff recruitments.
- d. Maintaining employee records.
- e. Prepare monthly payroll and properly maintain payroll related documents
- f. Carryout all work related to employee disciplinary issues
- g. Prepare the documents required relating to employees' official trips
- h. Assist in conducting a timely performance evaluation of employees
- i. Carryout work related to employee increments and promotions
- j. Ensure proper orientation for all new staff and coordinate with other departments to provide department orientations



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- k. Prepare employee chits, and contracts and other documents as per the Company policies and procedures.
- l. Prepare employment reference letters
- m. 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/>
- 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

15<sup>th</sup> December 2021



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