

Maldives Marketing & PR Corporation
Male' / Maldives

Announcement Number: (IUL)MMPRC-HR/1/2022/5

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: Assistant Legal Counsel

Vacant slots: 1

Department / Section: Policy & Planning

1. Minimum Qualifications:

Including proving the ability to perform the assigned tasks:

- a. Bachelor's honors degree, Bachelor's degree, Professional Diploma, Professional certificate (National Qualification level 7) with a minimum of 1 year's proven working experience in a similar field **OR**
- b. Diploma (National Qualification level 5) in a similar field with a minimum of (Five) years' experience in a similar field.

2. Key roles and responsibilities:

- a. Assist the supervisor in providing day-to-day legal support to the functional areas of the Corporation
- b. Review and draft contracts, agreements, MOUs, tender documents and internal policies and ensure that they are in compliance with all statutory or legal requirements.
- c. Provide clarification on legal language or specifications and draft legal opinions.
- d. Research and evaluate different risks factors regarding decision and operations.
- e. Collect relevant background information and documentation relevant for case preparation.
- f. Maintain and organize all legal documents and records of the company in a confidential manner.
- g. Prepare monthly and quarterly reports of the section.
- h. Undertake legal research and draft case reports.
- i. Manage all administrative responsibilities of the legal section.
- j. Foster a collaborative team spirit and promote teamwork and achievement of common purpose.
- k. Assist and participate in events organized by the Corporation.



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3. Deadline for Application Submission:

Interested candidates please email your application to jobs@visitmaldives.com on or before **20th January 2021 (Thursday), 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

12th January 2022



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