

Maldives Marketing & PR Corporation

Male' / Maldives

Announcement Number: (IUL)MMPRC-HR/1/2022/3

JOB OPPORTUNITY

Basic Salary (per month): MVR 7,080.00

Service Allowance (per month): MVR 2,360.00

Daily allowance (per month): MVR 2,360.00

Overtime allowances will be paid accordingly

Position: Admin Officer

Vacant slots: 1

Department / Section: Admin Unit

1. Minimum Qualifications:

Including proving the ability to perform the assigned tasks:

- a. Diploma (National Qualification level 5) with a minimum of 1 year experience.

2. Key roles and responsibilities:

- a. Carry out administrative tasks related to events organized by the Corporation
- b. Preparation and managing of vendor agreements
- c. Undertake the responsibility of maintaining MMPRC registering logos, trademarks, and license.
- d. Preparation and coordinating office opening and closing schedule under the instructions of the supervisor
- e. Coordinate and arrange meetings as and when required and write meeting minutes and file them as per the advice of the supervisor
- f. Preparing and circulating letters, memos and reports and ensuring that everyone is kept current of necessary company information.
- g. Organize and maintain the electronic and manual filing system
- h. Visa processing and assisting with other travel requirements
- i. Participate in the activities/events organized by the Corporation.



PREVENT DOMESTIC VIOLENCE

3. Deadline for Application Submission:

Interested candidates please email your application to jobs@visitmaldives.com on or before **20th January 2022 (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

16th January 2022



**PREVENT
DOMESTIC
VIOLENCE**