

Maldives Marketing & PR Corporation

Male' / Maldives

Announcement Number: (IUL)MMPRC-HR/1/2022/12

JOB OPPORTUNITY

Basic Salary (per month): MVR 5,820.00

Service Allowance (per month): MVR 1,940.00

Daily allowance (per month): MVR 1,940.00

Overtime allowances will be paid accordingly

Position: Assistant Officer / Admin

Vacant slots: 1

Department / Section: Admin Unit

1. Minimum Qualifications:

Including proving the ability to perform the assigned tasks:

- a. Certificate Level 4 in relevant field **OR**
 - b. A 'level / 6 years and above experience in relevant field
- Priority will be given to candidates with 3 A 'level passes including Dhivehi and English.

2. Key roles and responsibilities:

- a. Carryout work related to Admin Section as per the instructions of the supervisor.
- b. Answer reception phone calls and serve visitors by greeting and welcoming them appropriately
- c. Make entry of all letters/documents received, as per the set procedures and route to respective departments/sections on a daily basis
- d. Attend all emails received to the general email and route or reply as required
- e. Attend all e-Gov letters and make entry and route as required
- f. Prepare letters, notes and other documents of Admin Section
- g. Prepare and maintain daily minutes of the Corporation.
- h. Prepare service confirmation for bills and payments and send to Finance Section.



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VIOLENCE**

Maldives Marketing & Public Relations Corporation

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 visitmaldives.com

 info@visitmaldives.com

Company Reg No. C-0509/2011

 @visitmaldives

- i. Maintain records of monthly retainer invoices and send the invoices to Finance Section with supporting documents for timely payments.
 - j. 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 **13th February 2022 (Sunday), 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

6th February 2022



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