

**Maldives Marketing & PR Corporation
Male' / Maldives**

Announcement Number: (IUL)MMPRC-HR/1/2022/11

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: Associate, Finance

Vacant slots: 1

Department / Section: Finance

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 in a similar field.

2. Key roles and responsibilities:

- a. Processing, record keeping and reporting of payments transferred as required by the Finance Department.
- b. Clearance of payables and receivables of the Corporation with regular follow ups, solving and reporting of any issues identified.
- c. Assist in preparing budget reports and related documents.
- d. Proper maintenance of records and filing of documents.
- e. Prepare letters when required.
- f. 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 **9th February 2022 (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



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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

1st February 2022



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