

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

Announcement Number: (IUL)MMPRC-HR/1/2022/33

**JOB OPPORTUNITY**

**Basic Salary (per month): MVR 13,680.00**  
**Service Allowance (per month): MVR 4,788.00**  
**Living allowance (per month): MVR 4,104.00**  
**Technical Qualification Allowance / Supporting Qualification Allowance will be paid based on the highest qualification**  
 - Level 9 and above: MVR 1,750.00 (Monthly)  
 - Level 7 & 8: MVR 1,250.00 (Monthly)  
 - Level 6 & below: MVR 750.00 (Monthly)  
**Overtime and other allowance will be paid accordingly**

**Position: Assistant Legal Counsel**

Vacancies: 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 **OR**
- b. Diploma (National Qualification level 5) in a similar field with a minimum of (Five) years' experience.

**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.



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k. Assist and participate in 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 **7<sup>th</sup> April 2022 (Thursday), 1300hrs.**

**4. Compulsory documents required**

- a. Duly completed job application form
- b. CV of applicant with contact information (reference contact details with contact number).
- c. Copy of national identity card
- d. Reference letters
- e. Attested copies of educational certificates/ transcripts (certificates from abroad shall be accredited from MQA)
- f. Certificates from abroad should be accredited from MQA and attested transcript
- g. Police Report Valid

**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

31<sup>st</sup> March 2022



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