

Maldives Marketing & PR Corporation

Male' / Maldives

Announcement Number: (IUL)MMPRC-HR/1/2022/28

JOB OPPORTUNITY

Basic Salary (per month): MVR 6,809.00

Service Allowance (per month): MVR 2,383.00

Living allowance (per month): MVR 2,043.00

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 7,50.00 (Monthly)

Overtime and other allowance will be paid accordingly

Position: Assistant Administrative Officer

Vacancies: 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 unit as per the instructions of the supervisor.
- b. Attend 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



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- 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.
- 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 **31st March 2022 (Thursday), 1400hrs.**

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

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

24th March 2022



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