

Maldives Marketing & PR Corporation
Male' / Maldives

Announcement Number: (IUL)MMPRC-HR/1/2022/34

JOB OPPORTUNITY

Basic Salary (per month): MVR 16,560.00
Service Allowance (per month): MVR 5,796.00
Living allowance (per month): MVR 4,968.00
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: Senior Manager, HR

Vacancies: 1

**Department / Section: Corporate Service,
HR Unit**

1. Minimum Qualifications:

Including proving the ability to perform the assigned tasks:

- a. Master's degree, Advance professional diploma, Advance professional certificate (National qualification level 9) with a minimum of 3 years' experience.

OR

- b. Bachelors' honors degree, Bachelor's degree, Professional Diploma, Professional certificate (National Qualification level 7) with a minimum of 8 years of experience.

2. Key roles and responsibilities:

- a. Carry out the tasks of HR & Administration section with the guidance of supervisor.
b. Assist the supervisor to prepare, revise and implement the Human Resources Policy of the Corporation.
c. Assist the supervisor to prepare HR related policies, procedures to strengthen the operations and revise those policies and procedures accordingly.



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- d. Conduct necessary research to identify staff training requirements and develop yearly training plan/calendar
- e. Implement the training plan
- f. Verify contracts and reports prepared by HR and Admin Section
- g. Verify reports/sheets prepared by HR and Admin Section for monthly payroll
- h. 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 April 2022 (Wednesday), 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. Valid 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 April 2022



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