

Maldives Marketing & PR Corporation

Male' / Maldives

Announcement Number: (IUL)MMPRC-HR/1/2022/45

JOB OPPORTUNITY

Basic Salary (per month): MVR 8,284.00

Service Allowance (per month): MVR 2,899.00 Living allowance (per month): MVR 2,485.00

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

Department / Section: Corporate Service Vacancies: 1

Department /HR

Position: Human Resource Officer

1. Minimum Qualifications:

Including proving the ability to perform the assigned tasks:

College Diploma (National Qualification level 5) with a minimum of 1 Years' Experience.

2. Key roles and responsibilities:

- a. Carryout works related to Human Resources and Administration as per the instructions of the supervisor
- b. Carryout staff recruitments.
- c. Maintaining employee records.
- d. Prepare monthly payroll and properly maintain payroll related documents
- e. Carryout all work related to employee disciplinary issues
- Prepare the documents required relating to employees' official trips f.
- Assist in conducting a timely performance evaluation of employees
- Carryout work related to employee increments and promotions h.
- Assist in arranging staff training programs i.
- Prepare employee chits, and contracts and other documents as per the Company policies and procedures. j.
- Prepare all documents related to staff employment. k.
- Prepare employment reference letters
- m. Participate in the activities/events organized by the Corporation.











PREVENT DOMESTIC VIOLENCE

Maldives Marketing & Public Relations Corporation

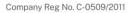








2nd Floor, Zonaria, Boduthakurufaanu Magu, 20057, Male', Republic of Maldives













3. Deadline for Application Submission:

Interested candidates please email your application to jobs@visitmaldives.com on or before 26th May 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 attested transcript)
- 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

19th May 2022





















Company Reg No. C-0509/2011







