

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

Position: Human Resource Officer

Vacancies: 1

Department / Section: Corporate Service
Department /HR

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
- f. Prepare the documents required relating to employees' official trips
- g. Assist in conducting a timely performance evaluation of employees
- h. Carryout work related to employee increments and promotions
- i. Assist in arranging staff training programs
- j. Prepare employee chits, and contracts and other documents as per the Company policies and procedures.
- k. Prepare all documents related to staff employment.
- l. Prepare employment reference letters
- m. Participate in the activities/events organized by the Corporation.



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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



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