

Maldives Marketing & PR Corporation

Male' / Maldives

Announcement Number: (IUL)MMPRC-HR/1/2022/49

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

- **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.

Key roles and responsibilities:

- a. Carry out administrative tasks related to events organized by the Corporation
- b. Maintaining a list of all the vendor agreements and proper record keeping of it
- c. Undertake the responsibility of maintaining MMPRC registering logos, trademarks, and license.
- d. Preparation and coordinating office opening and closing schedule under the instructions of the supervisor



PREVENT DOMESTIC VIOLENCE

- e. Coordinate and arrange general staff meetings as and when required and write meeting minutes and file them as per the advice of the supervisor
- f. Preparing and circulating letters, memos and reports and ensuring that everyone is kept current of necessary company information.
- g. Organize and maintain the electronic and manual filing system
- h. Visa processing and assisting with other travel requirements
- i. Maintaining stock/asset registration of Corporation
- j. To carry out the membership works of the Corporation
- k. 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 **08th June 2022 (Wednesday), 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,



**PREVENT
DOMESTIC
VIOLENCE**

Maldives Marketing and Public Relations Corporation

01st June 2022



**PREVENT
DOMESTIC
VIOLENCE**

Maldives Marketing & Public Relations Corporation

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

 +(960) 332 3228

 visitmaldives.com

 info@visitmaldives.com

Company Reg No. C-0509/2011

     @visitmaldives