

Maldives Marketing & PR Corporation
Male' / Maldives

Announcement Number: (IUL)MMPRC-HR/1/2023/7

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: Finance Associate

Vacant slots: 1

Department / Section: Finance

1. Minimum Qualifications:

Including proving the ability to perform the assigned tasks:

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

2. Key roles and responsibilities:

- Processing, record keeping, and reporting of payments as required by the Finance Department.
- Clearance of payables and receivables of the Corporation with regular follow-up, solving, and reporting of any issues identified.
- Assist in preparing the Annual budget of the Corporation.
- Proper maintenance of records and filing of documents.
- Prepare letters when required.
- 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 Feb 2023 (Monday), 1400hrs.

4. Compulsory documents required:

- a. Duly completed job application form.
- b. CV of applicant with contact information.
- c. Copy of national identity card.
- d. Reference letters.
- e. Attested copies educational certificates/ transcripts (certificates from abroad shall be accredited from MQA).
- f. CV with reference contact details (with contact number).
- g. 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.
Link: <https://corporate.visitmaldives.com/downloads/>
- f. For any enquiries please contact: 3323228, 3035512, 3035513 or 3035514

6. Address line:

Thoyyib Mohamed,
CEO & Managing Director,
Maldives Marketing and Public Relations Corporation

5th February 2023