



Maldives Marketing & PR Corporation
Male' / Maldives

Announcement Number: (IUL)MMPRC-HR/1/2024/14

JOB OPPORTUNITY

Basic Salary (per month): MVR 13,680.00

Service Allowance (per month): MVR 4,788.00

Living allowance (per month): MVR 4,104.00

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: Assistant Legal Counsel

Vacancies: 1

Department / Section: Legal Services

1. Minimum Qualifications:

Including proving the ability to perform the assigned tasks:

- a. Master's degree, Advanced professional diploma, advanced professional certificate (National Qualification Level 9) (OR),
- b. Bachelors' honors degree, bachelor's degree, professional diploma, professional certificate (National Qualification Level 8 or 7) with a minimum of 1 years' work experience (OR),
- c. Diploma (National Qualification level 5) in a similar field with a minimum of 05 (Five) years' experience in similar field.

2. Key roles and responsibilities:

- a. Assist the supervisor in providing day-to-day legal support to the functional areas of the Corporation
- b. Review and draft contracts, agreements, MOUs, tender documents and internal policies and ensure that they are in compliance with all statutory or legal requirements.
- c. Provide clarification on legal language or specifications and draft legal opinions.
- d. Research and evaluate different risks factors regarding decision and operations.
- e. Collect relevant background information and documentation relevant for case preparation.
- f. Maintain and organize all legal documents and records of the company in a confidential manner.
- g. Prepare monthly and quarterly reports of the section.
- h. Undertake legal research and draft case reports.
- i. Manage all administrative responsibilities of the legal section.
- j. Foster a collaborative team spirit and promote teamwork and achievement of common purpose.
- k. Participate in the activities/events organized by the Corporation.



**MALDIVES MARKETING &
PR CORPORATION**
State Owned Corporation

3. Deadline for Application Submission:

Interested candidates, please email your application to jobs@visitmaldives.com on or before 14th February 2024 (Wednesday), 1400hrs.

4. Compulsory documents required:

- a. Duly completed job application form.
- b. CV of the 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 by 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.
Link: <https://corporate.visitmaldives.com/downloads/>
- f. For any inquiries please contact: 3323228, 3035512, 3035513 or 3035514

6. Address line:

Fathmath Thaufeeq,
CEO & Managing Director,
Maldives Marketing and Public Relations Corporation

07 February 2024



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