

Maldives Marketing & PR Corporation

Male' / Maldives

Announcement Number: (IUL)MMPRC-HR/1/2024/19

JOB OPPORTUNITY

Basic Salary (per month): MVR 11,520.00

Service Allowance (per month): MVR 4,032.00

Living allowance (per month): MVR 3,456.00

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 Manager, Events Operations

Vacancies: 1

Department / Section: Events Operations

1. Minimum Qualifications:

Including proving the ability to perform the assigned tasks:

- a. Bachelor's degree/Bachelor's honors degree/professional diploma/ professional certificate (National Qualification level 7) in a similar field,

OR

- b. Diploma (National Qualification level 5) in a similar field with a minimum of 03 (Three) years' experience in similar filed,

OR

- c. O level with 8 years of experience in a relevant field.

2. Key roles and responsibilities:

- a. Plan and execute all the local & international events of the corporation.
- b. Brainstorm with the team members and prepare event plans, concepts & scopes.
- c. Assist with the Preparation of the annual budget for all the events planned for the year.
- d. Monitor the progress of the events regularly.
- e. visit the venues of the event for site inspections & quality assurance.
- f. Oversee each part of the event to ensure it runs smoothly.
- g. Actively participate in the events or activities organized by the corporation.

3. Deadline for Application Submission:

Interested candidates please email your application to jobs@visitmaldives.com on or before **27th February 2024 (Tuesday), 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:

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

21st February 2024