



Maldives Marketing & PR Corporation
Male' / Maldives

Announcement Number: (IUL)MMPRC-HR/1/2024/20

JOB OPPORTUNITY

Note: Due to the limited applications received for Announcement no. (IUL)MMPRC-HR/1/2024/16, (13 February 2024) we would like to open the vacancy as below. Applicants who submitted the documents for the said announcement shall not have to resubmit them again.

Basic Salary (per month): MVR 9,792.00

Service Allowance (per month): MVR 3,427.00

Living allowance (per month): MVR 2,938.00

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: Senior IT Administrator

Vacancies: 1

Department / Section: IT & Website Management

1. Minimum Qualifications:

Including proving the ability to perform the assigned tasks:

1. College Diploma (National Qualification level 5) with a minimum of 3 Years' Experience **OR**,
2. Certificate level 4 with 4 years of work experience **OR**,
3. 6 Years' and above experience in a relevant field.

2. Key roles and responsibilities:

- a. Monitoring the hardware and software related works Under the guidance of the supervisor
- b. Monitoring and maintaining corporation server.
- c. Identifying software's required for the corporation and monitoring and updated software's' used within the corporation.
- d. Identifying network issues and fixing
- e. Maintaining corporation's computer infrastructure
- f. Managing corporation's PABX system
- g. Maintaining and updating corporation email database
- h. Plan, test and implement upgrades for information system.
- i. Diagnosing and troubleshooting technical issues.
- j. Assist in gathering and analyzing user requirements for systems or enhancements.
- k. Help in testing web-based applications for bugs and performance issues.
- l. Completing the tasks related to the IT section.
- m. Participate in the activities/ events organized by the Corporation.



info@visitmaldives.com
visitmaldives.com

Maldives Marketing & Public Relations Corporation
2nd Floor, Zonaria,
20057, Male',
Republic of Maldives





3. Deadline for Application Submission:

Interested candidates, please email your application to jobs@visitmaldives.com on or before 29th February 2024 (Thursday), 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

22nd February 2024

