



**Maldives Marketing & PR Corporation**  
**Male' / Maldives**

Announcement Number: (IUL)MMPRC-HR/1/2024/16

**JOB OPPORTUNITY**

**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.





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

**3. Deadline for Application Submission:**

Interested candidates, please email your application to [jobs@visitmaldives.com](mailto:jobs@visitmaldives.com) on or before 20<sup>th</sup> February 2024 (Tuesday), 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](mailto: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

13<sup>th</sup> February 2024



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