

Maldives Marketing & PR Corporation

Male' / Maldives

Announcement Number: (IUL)MMPRC-HR/1/2024/28

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 allowances will be paid accordingly

Position: Administrative Officer

Vacancies: 1

Department / Section: Administration

1. Minimum Qualifications:

Including proving the ability to perform the assigned tasks:

- a) Diploma (National Qualification level 5) OR,
- b) Certificate level 4 with 1 year of work experience OR,
- c) O' Level with 2 years and above experience in a relevant field.

2. Key roles and responsibilities:

- a. Carryout all the administrative works of the section as per the guidance of the supervisor
- b. Attending the incoming phone calls and serving visitors by greeting and welcoming them appropriately.
- c. Ensure the reception area is tidy and presentable, with all necessary stationery and material.
- d. Make entry of all letters/documents received, as per the set procedures and route to respective departments/sections on a daily basis.
- e. Attend all emails received to the general email and route or reply as and when required.
- f. Attend all e-Gov letters and make entry and route as required.



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- g. Prepare letters, notes and other documents of Admin Section
- h. Prepare and maintain daily minutes of the Corporation.
- i. Prepare service confirmation for bills and payments and send to Finance Section.
- j. Compile the quarterly budget received from all the departments.
- k. Maintain records of monthly retainer invoices and send the invoices to Finance Section with supporting documents for timely payments.
- l. 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 **24th March 2024 (Sunday), 1200hrs.**

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)
- f. Certificates from abroad should be accredited from MQA and attested transcript
- 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.
- 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

18th March 2024



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Company Reg No. C-0509/2011

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