



Maldives Marketing & PR Corporation
Male' / Maldives

Announcement Number: (IUL)MMPRC-HR/1/2024/37

JOB OPPORTUNITY

Basic Salary (per month): MVR 6,809.00

Service Allowance (per month): MVR 2,383.00

Living allowance (per month): MVR 2,043.00

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 Event Coordinator

Vacancies: 1

Department / Section: Events Operations

1. Minimum Qualifications:

Including proving the ability to perform the assigned tasks:

1. Certificate level 4 in a relevant field **OR**,
2. Completed GCE A level **OR**,
3. GCE O level with 1 (one) years and above experience in a relevant field.

2. Key roles and responsibilities:

- a. Assist with planning, organizing and executing all the local and international events as per the instructions of the supervisor.
- b. Assist with the administrative works required in the preparation of the annual event calendar and the annual budget of the section.
- c. Actively Participate in brainstorming sessions for event ideas.
- d. Prepare the drafts of event plans, concepts and scopes for assigned events.
- e. Liaise with Exhibitors, vendors and stakeholders for smooth run of the events.
- f. Arrange tickets, accommodations and other arrangements for the attendees of the event.
- g. Coordinate with event region PR when executing the event.
- h. Arrange the promotional materials and logistics for the assigned events.
- i. Visit or travel to local event venues for inspection.
- j. Attending all the other administrative works of the section.
- k. Assist with data collection in preparing the quarterly report of the section.
- l. Assist with developing event feedback surveys for the assigned events.
- m. Assist with analyzing the data of feedback surveys.
- n. Update event expenses records regularly.
- o. Attending the tasks related to the event section.
- p. 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 **08th April 2024 (Monday), 1200hrs.**

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

01st April 2024

