



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

Maldives Marketing & PR Corporation
Male' / Maldives

Announcement Number: (IUL)MMPRC-HR/1/2024/46

JOB OPPORTUNITY

Basic Salary (per month): MVR 13,680.00

Service Allowance (per month): MVR 4,788.00

Living allowance (per month): MVR 4,104.00

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: Company Secretary / Board PA

Vacancies: 1

Department / Section: -

1. Minimum Qualifications:

Including proving the ability to perform the assigned tasks:

- Master's degree, Advanced professional diploma, advanced professional certificate (National Qualification Level 9) (OR),
- Bachelors' honors degree, bachelor's degree, professional diploma, professional certificate (National Qualification Level 8 or 7) with a minimum of 1 years' experience (OR),
- Diploma (National Qualification level 5) with a minimum of 5 (Five) years' experience
- GCE O level with 10 years and above experience in a relevant field.
- Special preference will be given to those with legal education and work experience.



+{960} 332 3228
info@visitmaldives.com
visitmaldives.com



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





2. Key roles and responsibilities:

- a. Handle all the Administrative work of the Board of Directors.
- b. Organize and conduct the Board meetings, Annual General Meeting, Executive meetings of the Board members and prepare meeting minutes.
- c. Board committee meeting arrangements, conducting meetings and preparing meeting minutes.
- d. Circulating the board decisions with necessary documents with internal and external stakeholders with the approval of Board.
- e. Ensuring timely and accurate disclosure of relevant reports/information to regulatory authorities and stakeholders
- f. Communicate with Privatization and Corporatization Board.
- g. Ensure that the conduct of the general meetings is consistent with the law, the PCB regulations and with the Company's articles and by-laws.
- h. Serving as a liaison between the corporation, board of directors, shareholders, and regulatory authorities.
- i. Serving as a liaison between the Management of the corporation and board of directors.
- j. Provide the Board as a whole and directors individually with detailed guidance as to how their responsibilities should be properly discharged in the best interests of the company.
- k. Facilitate in providing mandatory and other training to directors on corporate governance and compliance matters.
- l. Maintain the updated corporate profile sheet and directors/company secretaries register.
- m. Act as the focal person and Manage the performance evaluation of the managing director & Deputy managing directors under the SOE evaluation process.
- n. Handling and overseeing the Board of Directors' travel arrangements and formulating travel schedules prior to the travel.
- o. Overseeing and conducting the internal audit of the corporation.
- p. Report to the Board on the company's compliance with the corporate governance requirements.
- q. 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 **06th May 2024 (Monday), 14:15hrs.**

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.



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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/corporate/wp-content/uploads/2021/02/Employment-Application-1-pdf>

- 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

30th April 2024



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