



Maldives Marketing & PR Corporation
Male' / Maldives

Announcement Number: (IUL)MMPRC-HR/1/2024/52

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: Manager, Administration

Vacancies: 1

Department / Section: Administration Department

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 year work experience (OR),
- Diploma (National Qualification level 5) with a minimum of 05 (Five) years' experience (OR),
- GCE O level with 10 years and above experience in a relevant field.

2. Key roles and responsibilities:

- Compile the quarterly budget received from all the departments.
- Manage and oversee the stock & inventory of the corporation.
- Manage & oversee the travel arrangements of the corporation as per the guidance of the head of the department.





- d. Prepare departmental policies and SOPs as guided by the head of the department.
- e. Prepare the annual budget of the department.
- f. Manage and oversee the reception area by ensuring service excellence.
- g. Manage and oversee the entries of the incoming documents and routing to relevant departments timely.
- h. Manage and oversee the property maintenance of the corporation.
- i. Supervise and provide guidance to the other team members.

3. Deadline for Application Submission:

Interested candidates, please email your application to jobs@visitmaldives.com on or before **23rd July 2024 (Tuesday), 1500hrs.**

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:

Ibrahim Shiuree,
CEO & Managing Director,
Maldives Marketing and Public Relations Corporation

16th July 2024



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