



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

Maldives Marketing & PR Corporation
Male' / Maldives

Announcement Number: (IUL)MMPRC-HR/1/2025/7

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 allowances will be paid accordingly.

Position: Assistant Business Development Executive

Vacancies: 1

Department / Section: Business Development

1. Minimum Qualifications:

Including proving the ability to perform the assigned tasks:

1. Certificate level 4 in a relevant field **OR**,
2. A level **OR**,
3. O level with 1 year and above experience in a relevant field

2. Key roles and responsibilities:

- a. Assist in the preparation of proposals, presentations, and reports.
- b. Maintain and update client databases.
- c. Coordinate and schedule meetings, events, and appointments.
- d. Support the business development team in client engagement and relationship management.
- e. Assist in sales calls.
- f. Assist in the development and implementation of business development strategies.
- g. Track and report on business development activities and results.
- h. Collaborate with other departments to ensure alignment of business development efforts.
- i. Provide administrative support to the business development team.

3. Deadline for Application Submission:

Interested candidates, please email your application to jobs@visitmaldives.com on or before **20th January 2025 (Monday), 1515hrs.**



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

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





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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

14th January 2025



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