



Maldives Marketing & PR Corporation
Male' / Maldives

Announcement Number: (IUL)MMPRC-HR/1/2025/3

JOB OPPORTUNITY

Basic Salary (per month): MVR 11,520.00

Service Allowance (per month): MVR 4,032.00

Living allowance (per month): MVR 3,456.00

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 System Architect

Vacancies: 1

Department / Section: Information Technology

1. Minimum Qualifications:

- a. Bachelor's degree/Bachelor's honors degree/professional diploma/ professional certificate (National Qualification level 7) (OR)
- b. Diploma (National Qualification level 5) with a minimum of 03 (Three) years' experience in a similar field. (OR)
- c. GCE O' Level with 8 years and above experience in a relevant field.

2. Key roles and responsibilities:

- a. Identifying softwares required for the corporation and monitoring and updating softwares used within the corporation.
- b. Maintaining corporation's computer infrastructure.
- c. Maintaining and updating the email database of the corporation.
- d. Maintain documentation for system specifications and processes.
- e. Managing corporation's PABX system
- f. Assist in testing web-based and mobile applications for bugs and performance issues
- g. Monitoring and maintaining the corporation's server.
- h. Diagnosing and troubleshooting technical issues.
- i. Assist in gathering and analyzing user requirements for systems or enhancements.
- j. Assist in system maintenance, upgrades, and compliance tasks.
- k. Assist with annual budget preparations of IT department
- l. Completing the tasks related to IT department as per the instructions of the supervisor
- m. Participate in the activities/events organized by the Corporation.





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

3. Deadline for Application Submission:

Interested candidates, please email your application to jobs@visitmaldives.com on or before 19th January 2025 (Sunday), 1515hrs.

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/>. A copy of the application form is attached as annex 2.
- 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

12th January 2025



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