

Maldives Marketing & PR Corporation
Male' / Maldives

Announcement Number: (IUL)MMPRC-HR/MMPRC/2025/9

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: Assistant Legal Counsel

Vacancies: 1

Department / Section: Legal & Compliance

1. Minimum Qualifications:

Including proving the ability to perform the assigned tasks:

- a. Master's degree, Advanced professional diploma, advanced professional certificate (National Qualification Level 9) (OR),
- b. Bachelors' honors degree, bachelor's degree, professional diploma, professional certificate (National Qualification Level 8 or 7) with a minimum of 1 years' work experience (OR),
- c. Diploma (National Qualification level 5) in a similar field with a minimum of 05 (Five) years' experience in similar field (OR),
- d. GCE O level with 10 years and above experience in a relevant field.

2. Key roles and responsibilities:

- a. Assist the supervisor in providing day-to-day legal support for the various projects carried out by the Corporation
- b. Develop and regularly review the agreements, MOUs, tender documents and ensure that they are in compliance with all statutory or legal requirements.
- c. Provide legal advice needed by the management in the work carried out by the Corporation.
- d. Review the corporation's legal issues and prepare case documents
- e. Securely maintain and keep confidential the legal documents of the Corporation
- f. Prepare monthly and quarterly reports of the section.
- g. Conduct legal research and prepare case reports.
- h. Assist in carrying out administrative tasks of the department.
- i. Actively participate in various events organized by the Corporation and practically engage in and carry out all the tasks related to the Corporation's services as instructed by the company.



3. Deadline for Application Submission:

Interested candidates, please email your application to jobs@visitmaldives.com on or before **11th March 2025 (Tuesday), 1330hrs.**

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

04 March 2025

