

## JOB VACANCY

Maldives Tourism Development Corporation Plc. (MTDC) invites enthusiastic and energetic Maldivian's willing to work for the following job position.

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**POST:** Corporate Affairs Officer

**WORK SITE:** MTDC Head Office, Male'

**MAIN RESPONSIBILITIES:**

- Oversee and manage corporate communications, including handling emails and phone calls professionally.
- Schedule and coordinate appointments, meetings, and reservations as required.
- Organize meeting logistics, prepare agendas, and accurately record minutes.
- Assist in the creation of reports, presentations, and correspondence with precision and efficiency.
- Maintain accurate records and ensure the proper administration of confidential departmental files and documents.
- Perform a variety of general administrative tasks, such as managing petty cash, managing office supplies, and organizing equipment maintenance.
- Provide comprehensive support for corporate events and activities, ensuring smooth execution.

**QUALIFICATION, EXPERIENCE & OTHER REQUIREMENTS:**

- Bachelor's degree in business administration or related field / or minimum of three (3) years' work experience in a related field
- Proficiency in English and Dhivehi.
- Exceptional communication and negotiation skills.
- Strong time management and planning abilities.
- Self-motivated team player with a collaborative spirit.
- Ability to work independently with minimal supervision.
- Professional demeanor combined with a friendly disposition.

**REMUNERATION:** Negotiable based on experience and qualification.

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Interested candidates are invited to submit their Curriculum Vitae (CV) along with the following documents to [hr@mtdc.com.mv](mailto:hr@mtdc.com.mv):

**Required Supporting Documents for the Curriculum Vitae:**

- A photocopy of the applicant's National Identity Card.
- A passport-sized photo of the applicant.
- Copies of accredited certificates and transcripts.
- Reference letters and other supporting documents from previous employers.
- Police Report (issued within the last three months).

**Application Submission Deadline:**

On or before 3:00 PM of 11<sup>th</sup> December 2025 (Incomplete applications and applications received after the deadline will not be accepted). Only shortlisted candidates will be notified. For any inquiries regarding the advertisement, please email [hr@mtdc.com.mv](mailto:hr@mtdc.com.mv)

**Maldives Tourism Development Corporation Plc.**

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