

JOB VACANCY

Maldives Tourism Development Corporation Plc. (MTDC) invites enthusiastic and energetic Maldivians to apply for the following position.

1) POST: Site Office Manager

WORK SITE: HDH. Naagaoshi Project Site.

Contract Period: 2 years

Remuneration: Negotiable, based on qualifications and work experience.

MAIN RESPONSIBILITIES:

- Oversee daily site office administration, documentation, and record management.
- Manage HR functions, including attendance tracking, onboarding, and workforce records.
- Supervise site support staff, coordinate transport, logistics and communication flow.
- Communicate with subcontractors, suppliers, and internal teams to address administrative and site support requirements.

QUALIFICATION, EXPERIENCE & OTHER REQUIREMENTS:

- Applicants should possess a master's degree in business administration or a related field, with a minimum of 5 years of relevant work experience.

2) POST: Administrative Officer

WORK SITE: HDH. Naagaoshi Project Site.

Contract Period: 2 years

Remuneration: Negotiable, based on qualifications and work experience.

MAIN RESPONSIBILITIES:

- Support daily site office administration and documentation.
- Support HR functions including attendance, onboarding, and staff records.
- Coordinate site support services and office supplies.
- Liaise with subcontractors, suppliers, and internal teams on administrative needs.

QUALIFICATION, EXPERIENCE & OTHER REQUIREMENTS:

- Minimum of 3 passes in A 'Level or Diploma in Business Administration or related field, with at least 3 years of work experience.
- Proficiency in office software, record keeping, and HR-related administrative tasks.
- Strong organizational, communication, and multitasking skills, with attention to detail.

3) POST: Transport & Logistics Officer

WORK SITE: HDH. Naagaoshi Project Site.

Contract Period: 2 years

Remuneration: Negotiable, based on qualifications and work experience.

MAIN RESPONSIBILITIES:

- Manage daily transport operations and driver schedules.
- Maintain fleet records, fuel, and maintenance logs.
- Coordinate logistics for site materials and staff movement.
- Liaise with suppliers, contractors, and site teams on transport needs.

QUALIFICATION, EXPERIENCE & OTHER REQUIREMENTS:

- Minimum of 3 passes in A 'Level or Diploma in Business Administration or related field, with at least 3 years of work experience.
- Good organizational, communication, and computer skills.

4) POST: Office Assistant

WORK SITE: HDH. Naagaoshi Project Site.

Contract Period: 2 years

Remuneration: Negotiable, based on qualifications and work experience.

MAIN RESPONSIBILITIES:

- Assist with site office administration, documentation, and record keeping.
- Assist HR tasks including attendance, onboarding, and staff records.
- Help manage site office admin work, office supplies, and support services.
- Coordinate with internal teams, subcontractors, and suppliers on administrative needs.

QUALIFICATION, EXPERIENCE & OTHER REQUIREMENTS:

- Minimum of 3 passes in O' level or 3 years' experience in administrative or office support roles.
- Good organizational, communication, and computer skills.

5) POST: Assistant Storekeeper

WORK SITE: HDH. Naagaoshi Project Site.

Contract Period: 2 years

Remuneration: Negotiable, based on qualifications and work experience.

MAIN RESPONSIBILITIES:

- Assist in managing site stores, including receiving, storing, and issuing materials.
- Maintain accurate inventory records and track stock levels.
- Support site staff with material requests, logistics, and coordination.
- Communicate with suppliers and internal teams to ensure timely supply and resolve store-related issues.

QUALIFICATION, EXPERIENCE & OTHER REQUIREMENTS:

- Minimum of 3 passes in O' level or 3 years' experience in storekeeping, inventory, or site support.
- Good organizational, record-keeping, and communication skills.

Interested candidates are invited to submit their Curriculum Vitae (CV) along with the following documents to projects@mtdc.com.mv

Required Supporting Documents for the Curriculum Vitae:

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

Application Submission Deadline:

On or before 3:00 PM of 15th 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 projects@mtdc.com.mv

Maldives Tourism Development Corporation Plc.

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