

JOB VACANCY

Maldives Tourism Development Corporation Plc. invites enthusiastic and energetic Maldivian's willing to work for the following post.

POST: Assistant Manager, Operations & Monitoring

WORK SITE: MTDC Head Office, Male'

MAIN RESPONSIBILITIES:

- Provide the required support and assistance for the operations & monitoring department head in planning and implementing day-to-day departmental work activities.
- Provide the required administration as well as logistical coordination support services for the operations & monitoring department.
- Make frequent site visits to MTDC resort development islands / project sites and monitor project progress and ensure projects are undertaken as per the planned schedule.
- Make frequent visits to MTDC resorts / subleased islands for routine site inspections and monitoring related work.
- Prepare site visit inspection reports / progress update reports.
- Track the progress of weekly, monthly, quarterly and annual projects objectives.

QUALIFICATION / EXPERIENCE & OTHER REQUIREMENTS:

- Degree in marketing, business administration or related field (master's degree in a relevant field and relevant experience would be of added advantage).
- At least 3 – 5 years' working experience in a relevant field.
- Proven working experience in a similar or related field or relevant role.
- Proficiency in English & Dhivehi.
- Excellent Communication and negotiation skills.
- Time management and planning skills.
- Self-motivated team player.
- Ability to work independently with minimal direction.
- Professional and friendly disposition.

REMUNERATION: Salary and allowances will be paid as per company policy.

Interested candidates are requested to send in their Curriculum Vitae (CV) along with the following documents to hr@mtdc.com.mv

Documents to be attached to Curriculum Vitae (CV):

- Photocopy of the applicant's National Identity Card.
- Passport size photo of the applicant.
- Copies of accredited certificates and transcripts.
- Reference letters & other supporting documents from previous employers.
- Police report (not less than 3 months from the date of issuance)

Deadline: 1500hrs of 18th April 2024 (Incomplete Applications & applications received after the deadline will not be accepted). Only short-listed candidates will be notified. For any queries regarding the advertisement, please contact 3339404 / 3339405 or e-mail to hr@mtdc.com.mv

Maldives Tourism Development Corporation Plc.

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