



Maldives Integrated Tourism Development Corporation Limited
K. Male'

19th March 2018

Reference Number: (IUL)MITDC-HR/MITDC/2018/4

Job Vacancy

Job Title	Assistant Administrative Officer
Department	Admin & HR
Salary	MVR 8,000
Place of Work	Corporate office of MITDC at 5 th Floor, Velaanaage.
Duties and responsibilities	<ol style="list-style-type: none">1. Open and close the office as required by the Office.2. Serving customers and providing relevant information in the Reception.3. Answering and routing calls to the relevant Department.4. Receiving, entering and scanning all incoming documents.5. Receiving, scanning, documenting and preparing all outgoing documents for dispatch.6. Preparing daily/monthly reports as required by the Department.7. Assist in preparing meeting room for meetings and general maintenance of the meeting room.8. Assist in the daily correspondence of the department.9. Carry out administrative tasks of the department including timely documentation, updating and filing paperwork of the department.10. Completing other tasks related to the work of the department assigned by the Supervisor.
Education/Qualification	<ol style="list-style-type: none">1. Completed A' level with minimum 2 passes and C pass in HSC Dhivehi and have minimum 2 year experience. Or;2. Completed O' levels with minimum 5 passes including Dhivehi and English and have minimum 3 years of experience.3. Knowledge of administrative and clerical procedures.4. Proficient computer skills.

Interested candidates are requested to submit the following documents on or before 22nd March 2018 at 14:30PM to MITDC, 5th Floor, H. Velaanaage or mail to the email hr@mitdc.com.mv

1. Job application form (available from: www.mitdc.com.mv);
2. Candidates Curriculum Vitae;
3. Attested copy of ID card;
4. Accredited and attested copies of Educational certificates, and;
5. Other supporting documents

Candidates may send their application to the email hr@mitdc.com.mv or submit their application to the address below. Only shortlisted candidates will be contacted for the interview.

MITDC
5th Floor, Velaanaage
Ameeru Ahmed Magu
Male' 20096, Maldives