



MTDC

MALDIVES
TOURISM DEVELOPMENT
CORPORATION

Ref. No: MTDC-JA/2024/101

Date: 24th January 2024

JOB VACANCY

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

POST: General Manager, Operations & Monitoring

WORK SITE: MTDC Head Office, Male'

MAIN RESPONSIBILITIES:

- Oversee, monitor, and manage the required administrative support activities that are required from the corporate head office for MTDC construction project / resort operations.
- Monitoring of MTDC construction project sites and resorts.
- Develop and oversee project schedule, work plan and progress.
- Provide project updates to the management on a consistent basis.
- Measure project performance to identify areas for improvement, and ensure information such as regular project review reports, project progress reports, are provided in a timely manner.

QUALIFICATION / EXPERIENCE & OTHER REQUIREMENTS:

- Degree in Operations Management/Business administration or related field
- 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
- 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 1st February 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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