

Job Opportunity: Executive Associate

Background

CA Maldives is the statutory body mandated with regulating and developing the accounting profession of the Maldives. The institute is also mandated with developing accounting and auditing standards applicable for the private sector and issuing licenses to provide audit and assurance services in the Maldives. The Institute was established on 8th September 2020, following the ratification of the Maldives Chartered Accountants Act (13/2020), by the President.

Scope of Work	<ul style="list-style-type: none">• Work with the management team to provide exceptional back-end support to the CA Maldives, including but not limited to, secretarial tasks, document preparation, bookkeeping, and other special and ad hoc projects assigned.• Prepare letters and other documentation (manuals/SOP/TOR/reports/presentations etc) assigned by the supervisor• Play a lead role in organizing events and training sessions.• Preparation of Purchase Requisition (PR) & Purchase Order (PO) and maintaining records of procurement as per policy.• Fill in for the secretarial role of committees in any situation where secretariat resources are unavailable.• Manage internal and external correspondence and maintain proper records of documents• Ensure the smooth function of daily operational functions of the Institute under the direction of the supervisor.• Work closely with IT retainer and ensure the smooth function of the Institute's website, membership portal and other IT services.• Support the institute's leadership in the execution of key strategic objectives of the institute• Other ad-hock tasks assigned by the supervisor
Qualifications	<ul style="list-style-type: none">• Bachelor's Degree or MNQF Level 7/8 Qualification in relevant field (OR),• Diploma in relevant field with over 2 years of experience in relevant field
Desired skills, characteristics and competencies	<ul style="list-style-type: none">• Experience in event management/ project management will be an added advantage• Should possess excellent administrative skills and research skills• Excellent communication skills in English and Dhivehi (Written and verbal)• Proficiency in using Microsoft Office products (Word, Excel, Outlook, and PowerPoint)

	<ul style="list-style-type: none"> • Strong verbal, written, and interpersonal communication skills across a variety of audiences and mediums, including presenting both in person and virtually • High sense of confidentiality, initiative, and good judgment • Ability to remain professional when facing challenges • Ability to manage multiple tasks simultaneously. • Willingness to learn, become familiar with new technologies and uphold work quality • Ability to work with little direct supervision and in team settings
Compensation	<ul style="list-style-type: none"> • Remuneration: 15,000 <p><i>Based on qualifications and experience</i></p>

How to Apply

If you believe that you have the skills and experience, we are seeking for the above post, please email your CV, ID card copy (both sides), copies of attested academic certificates, job reference letters and police report to **info@camaldives.org** before 3 PM, 9th January 2023.

For any additional queries, please contact 3348234 or 7223793.

Important notes to applicants

- Incomplete applications will be rejected without further notice.
- Only short-listed candidates will be notified of the interview.