Registration Number: C01192020

Ref. Number: MSS-JV/2023/014
Date: 09th March 2023

JOB OPPORTUNITY

Position Name	Digitisation Officer
No. of Position	1
Worksite / Department	STO Trade Center / 3rd Floor
Salary	• Net Salary Range: Negotiable • Health insurance will be provided after probation
Job Responsibilities	• Develop and implement a comprehensive digitalisation strategy that aligns with the company's business goals and objectives. • Work with various departments to identify areas of the business that can be digitised and drive the implementation of digital technologies, such as IoT, blockchain, AI, machine learning and automation, to improve business processes, reduce costs, and enhance customer experience. • Develop and implement plans for digitisation of identified areas, including the creation of digital workflows, automated systems, and data analysis. • Collaborate with IT department to ensure successful integration of new digital systems with existing systems. • Ensure that digitisation efforts are aligned with the company's strategic goals. • Develop and implement digitalisation training programs to upskill and educate employees across the organisation. • Analyze and interpret data to identify areas for improvement and efficiency gains. • Monitor and evaluate the effectiveness of digitisation efforts, and adjust plans as needed. • Manage and oversee digital projects, ensuring that they are delivered on time, within budget and meet business requirements. • Develop and maintain digital documentation and processes, including standard operating procedures and user guides. • Stay up to date on emerging trends and technologies in the field of digital shipping. Develop and maintain strong relationships with external stakeholders, including vendors, partners, and customers, to keep abreast of industry trends and best practices.

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	• Work closely with the IT department to identify and evaluate digital solutions, software and applications that will drive business efficiencies. • Collaborate with other departments to ensure that digitalisation initiatives are integrated seamlessly across the organisation. • Continuously monitor and evaluate the effectiveness of digitalisation initiatives and make recommendations for improvements or modifications as required. • Ensure that digitalisation initiatives comply with relevant laws, regulations, and industry standards. • Develop and maintain documentation and reporting procedures to ensure transparency and accountability in Digitisation initiatives. • Trouble shoot and assist to resolve day to day technical issues. • Other duties as assigned.
Required Qualifications	• Master's degree in information technology or Software Engineering or Computer Programming or Web and Application Development or Information Systems Management or in the field of Computer Science. And at least 1 years of experience in the relevant field, with a proven track record of successful Digitisation projects. Or • A Bachelor's Degree in Information Technology or Software Engineering or Computer Programming or Web and Application Development or Information Systems Management or in the field of Computer Science. And at least 2 years of experience in the relevant field, with a proven track record of successful Digitisation projects. Or • A Diploma in Information Technology or Software Engineering or Computer Programming or Web and Application Development or Information Systems Management or in the field of Computer Science. And at least 3 years of experience in the relevant field, with a proven track record of successful Digitisation projects. • Knowledge of digital technologies, including automation, data analysis, and workflow management including IoT, blockchain, AI, machine learning and automation. • Strong project management skills, with the ability to prioritize and manage multiple projects simultaneously. • Excellent communication skills, with the ability to collaborate with individuals at all levels of the organization.

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	• Proven ability to develop and implement a digitalisation strategy that aligns with business goals and objectives.
	• Excellent project management skills, with the ability to manage multiple projects simultaneously.
	• Strong analytical skills, with the ability to interpret data and make data-driven decisions.
	• Excellent communication skills, with the ability to collaborate effectively with individuals at all levels of the organization.
	• Strong leadership skills, with the ability to motivate and inspire others towards a common goal.
Deadline	23rd March 2023/ 1400hrs
How to Apply	Interested candidates may send the following documents to our email info@stateshipping.mv 1. Cover letter 2. Copy of ID card 3. Copies of academic certificates 4. CV 5. Portfolio of works completed. 6. Copies of reference letter by previous employers For further clarifications you may contact us on +960 3029200.

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