

Advertisement No: MFMC/TOR/2023/14

## INTERNSHIP OPPORTUNITY

1. **Division:** Commercial Services / Investment Management
2. **Roles and Responsibilities:**
  - 2.1 Contribute towards managing and upholding investor relationships.
  - 2.2 Assist in preparing marketing content for stakeholder networking meetings, investor presentations, and other events.
  - 2.3 Assist in managing media relations, social media, concepts and branding for fund marketing efforts.
  - 2.4 In addition to specific roles identified above, Interns are expected to support general administrative functions of the Company.
3. **Preferred Field of Study / Experience:**
  - 3.1 Completed or enrolled in a bachelor's degree program, Preferably in Hospitality, Tourism, Business Administration, Economics, Marketing & PR.
4. **Preferred Skills:**
  - 4.1 Marketing and communication skills.
  - 4.2 Competence of IT, office software is required.
  - 4.3 Excellent communication and interpersonal skills – including fluency in English and Dhivehi.
  - 4.4 Ability to perform a variety of tasks under pressure and ability to work under pressure in a fast-paced environment.
  - 4.5 In-depth knowledge of relevant fields – from participation in relevant events, academic background, or participant in relevant student societies.

Applicants with Undergraduate Degree who join the internship program may opt to apply for full-time Job Vacancies announced by the Company.

Remuneration: MVR 5,000 - 7,500

Interested candidates, please email to HR@mfmc.mv, the following listed documents;

- a) CV
- b) University/College enrollment letter and transcripts (if any)
- c) O' Level and A' Level Certificates Copies
- d) Reference Letter(s)
- e) ID Copy