

Reference Number: (IUL)MITDC-HR/MITDC/1/2019/6

25th March 2019

Job Vacancy

Job Title	Digital Marketing Officer
Department	Business Development & Marketing
Salary	Gross Pay: MVR 13,000.00
Place of Work	Corporate office of MITDC at 5 th Floor, Velaanaage.
Duties and responsibilities	<ol style="list-style-type: none"> 1. Create visual aspects of marketing materials, websites and other media, including info graphics. 2. Monitors and evaluates effectiveness of all existing online marketing tools. 3. Researches and implements new online marketing opportunities. 4. Reviews, monitors and makes updates to the websites and social media platforms (including content, video, photos, floor plans & pricing). 5. Assist in marketing content creation. 6. Work directly with Director of Marketing to prepare a social media plan, timelines and priorities for individual events/performances as well as those with and institutional focus. 7. Manages and grows social media presence. 8. Monitors social media analytics. 9. Captures photos for social media, websites, emails, e-newsletters and other marketing needs 10. Creates or produces short videos for social media, websites, emails, e-newsletters and other marketing needs. 11. Assist in the development of timely reports and updates on results & activities. 12. Maintain correspondences of the department. 13. Take part in meeting when required and write and maintain meeting minutes of both internal & external meetings. 14. Visit the project sites when required and assist in managing events.

	<p>15. Conduct all works of the Corporation assigned by the seniors, supervisors or management in relation to the scope of works of the Corporation to achieve its goals and targets.</p>
<p>Qualifications</p>	<p><u>EDUCATION QUALIFICATION:</u></p> <ol style="list-style-type: none"> 1. MQA Level 5 Certificate in the field with 2 years' experience in relevant field. 2. Complete A' level with minimum 02 passes and 03 years working experience. <p><u>Competencies:</u></p> <ul style="list-style-type: none"> • Ability to effectively manage multiple projects/tasks of varying complexities, meet deadlines and work well under pressure. • Strong Communication Skills (Both verbal and written). • Ability to Multi-task • Ability to work independently and on a team. • Excellent organization and time management skills.
<p>Interested candidates are requested to submit the following documents on or before 02nd April 2019 at 14:00PM to MITDC, 5th Floor, H. Velaanaage or mail to the email hr@mitdc.com.mv</p> <ol style="list-style-type: none"> 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. 	



5. Applicant's Declaration

I declare that all information provided in this application is accurate and complete. I understand that false, misleading, incomplete or omitted information could lead to the invalidation of my application.

Applicant's Signature:

Date:

Documents to submit: (Check if the following documents have been included)

- 1. Educational Certificates (Accredited and Attested copies)
- 2. Curriculum Vitae (CV)
- 3. Copy of National ID card (Attested copy)
- 4. Job Reference Letters (Previous employment)
- 5. Police Report (On request prior to finalizing of employment)

Please submit completed application form, with relevant supporting documents addressed to:

HR DEPARTMENT,
MITDC
5th Floor,
Velaanaage,
20096, Ameeru Ahmed Magu, K. Male',
Maldives.