

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

25<sup>th</sup> March 2019

### Job Vacancy

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

	<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><b>Qualifications</b></p>	<p><b><u>EDUCATION QUALIFICATION:</u></b></p> <ol style="list-style-type: none"> <li>1. MQA Level 5 Certificate in the field with 2 years' experience in relevant field.</li> <li>2. Complete A' level with minimum 02 passes and 03 years working experience.</li> </ol> <p><b><u>Competencies:</u></b></p> <ul style="list-style-type: none"> <li>• Ability to effectively manage multiple projects/tasks of varying complexities, meet deadlines and work well under pressure.</li> <li>• Strong Communication Skills (Both verbal and written).</li> <li>• Ability to Multi-task</li> <li>• Ability to work independently and on a team.</li> <li>• Excellent organization and time management skills.</li> </ul>
<p>Interested candidates are requested to submit the following documents on or before 02<sup>nd</sup> April 2019 at 14:00PM to MITDC, 5th Floor, H. Velaanaage or mail to the email <a href="mailto:hr@mitdc.com.mv">hr@mitdc.com.mv</a></p> <ol style="list-style-type: none"> <li>1. Job application form (available from: <a href="http://www.mitdc.com.mv">www.mitdc.com.mv</a>);</li> <li>2. Candidates Curriculum Vitae;</li> <li>3. Attested copy of ID card;</li> <li>4. Accredited and attested copies of Educational certificates, and;</li> <li>5. Other supporting documents.</li> <li>6. Portfolio</li> </ol>	



## APPLICATION FORM FOR EMPLOYMENT

Applicant's  
passport  
size photo

### 1. Job Details

Applied position:

Announcement Reference:

### 2. Applicant's Details

2.1. Full Name:

2.2. Permanent Address:

2.3. Current Address:

2.4. ID Card Number:

2.5. E-mail Address:

2.6. Mobile Number:

2.7. Date of Birth:

2.8. Age:

2.9. Sex:

Male  Female

### 3. Educational Qualification

#### G.C.E Ordinary Level and S.S.C Results

Subject	Grade	Year

#### G.C.E. Advanced Level and H.S.C Results

Subject	Grade	Year

#### Higher Educational Qualification

Program	Level	From	To	Institute/ Country

#### Additional Training

Program	Institute/ Country	Duration	Participated Year

### 4. Employment History

Designation	Office	From	To

## 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  
5<sup>th</sup> Floor,  
Velaanaage,  
20096, Ameeru Ahmed Magu, K. Male',  
Maldives.