

Ref. Number: MSS-JV/2024/023

Date: 12<sup>th</sup> August 2024

**JOB OPPORTUNITY**

Position Name	Officer - Bureau
No. of Position	1
Worksite / Department	STO Trade Center / 2 <sup>nd</sup> Floor
Salary	<ul style="list-style-type: none"> <li>• Net Salary Range: MVR 10,000/- – MVR 12,000/- (includes basic salary and below mentioned allowances)</li> <li>• Attendance Allowance – MVR 100 /- per official working day.</li> <li>• Service Allowance – (applicable after the end of probation period)</li> <li>• Risk, Hardship &amp; Mobile Allowance</li> <li>• Qualification Allowance</li> </ul>
Job Responsibilities	<ul style="list-style-type: none"> <li>• Assist in managing the day-to-day administrative tasks of the bureau.</li> <li>• Maintain organized electronic and physical filing systems for documents, reports, agreements, and correspondence.</li> <li>• Schedule and coordinate meetings, appointments, and travel arrangements for executives.</li> <li>• Prepare agendas, take minutes, and distribute meeting materials as required.</li> <li>• Draft content (in Dhivehi and English) for media, correspondence, business reports, as advised by supervisor.</li> <li>• Handle incoming and outgoing correspondence, including emails, letters, and phone calls.</li> <li>• Provide support for events, workshops, and training sessions organized by the Bureau.</li> <li>• Coordinate and ensure regular follow up with relevant departments and stakeholders to ensure timely completion of tasks and deliverables.</li> <li>• Assist in drafting (in Dhivehi and English) reports, presentations, and other documentation as needed.</li> <li>• Compile data and information for regular and ad-hoc reports to management and external stakeholders.</li> <li>• Ensure accuracy and completeness of documentation and reports.</li> <li>• Facilitate communication and collaboration among team members and stakeholders.</li> <li>• Liaise with other departments, government agencies, and partners as informed by Supervisor.</li> </ul>
Required Qualifications	<ul style="list-style-type: none"> <li>• 5 O’Level Pass OR 3 A’Level Pass</li> <li>• Previous experience in administrative or operational support roles preferred</li> </ul>

Maldives State Shipping Company (Pvt) Ltd - A subsidiary of STO

Preferred Requirements	<ul style="list-style-type: none"> <li>• Fluency in written and verbal Dhivehi and English language.</li> <li>• Strong organizational and time management skills with the ability to multitask and prioritize workload effectively.</li> <li>• Excellent communication and interpersonal skills, with the ability to work effectively in a team environment.</li> <li>• Proficiency in computer applications, including Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).</li> <li>• Knowledge of administrative procedures, record-keeping, and document management.</li> <li>• Attention to detail and a high level of accuracy in work output.</li> <li>• Ability to maintain confidentiality and handle sensitive information with discretion.</li> <li>• Have a driving license.</li> </ul>
Deadline	19 <sup>th</sup> August 2024/ 1400hrs
How to Apply	<p>Interested candidates may send the following documents to our email <a href="mailto:HrAdmin@stateshipping.mv">HrAdmin@stateshipping.mv</a></p> <ol style="list-style-type: none"> <li>1. Cover letter</li> <li>2. Copy of ID card</li> <li>3. Copies of academic certificates</li> <li>4. CV</li> <li>5. Portfolio of works completed.</li> <li>6. Copies of reference letter by previous employers</li> <li>7. Application Form</li> </ol> <p>For further clarifications you may contact us on +960 3029200.</p>

