

Ref. Number: MSS-JV/2024/023

Date: 12th August 2024

info@stateshipping.mv

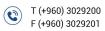
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JOB OPPORTUNITY

Position Name	Officer - Bureau
No. of Position	1
Worksite / Department	STO Trade Center / 2 nd Floor
Salary	 Net Salary Range: MVR 10,000/- – MVR 12,000/- (includes basic salary and below mentioned allowances) Attendance Allowance – MVR 100 /- per official working day. Service Allowance – (applicable after the end of probation period) Risk, Hardship & Mobile Allowance Qualification Allowance
Job Responsibilities	 Assist in managing the day-to-day administrative tasks of the bureau. Maintain organized electronic and physical filing systems for documents, reports, agreements, and correspondence. Schedule and coordinate meetings, appointments, and travel arrangements for executives. Prepare agendas, take minutes, and distribute meeting materials as required. Draft content (in Dhivehi and English) for media, correspondence, business reports, as advised by supervisor. Handle incoming and outgoing correspondence, including emails, letters, and phone calls. Provide support for events, workshops, and training sessions organized by the Bureau. Coordinate and ensure regular follow up with relevant departments and stakeholders to ensure timely completion of tasks and deliverables. Assist in drafting (in Dhivehi and English) reports, presentations, and other documentation as needed. Compile data and information for regular and ad-hoc reports to management and external stakeholders. Ensure accuracy and completeness of documentation and reports. Facilitate communication and collaboration among team members and stakeholders. Liaise with other departments, government agencies, and partners as informed by Supervisor.
Required Qualifications	 5 O'Level Pass OR 3 A'Level Pass Previous experience in administrative or operational support roles preferred

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	 Fluency in written and verbal Dhivehi and English language. Strong organizational and time management skills with the ability to multitask
Preferred Requirements	 and prioritize workload effectively. Excellent communication and interpersonal skills, with the ability to work effectively in a team environment. Proficiency in computer applications, including Microsoft Office Suite (Word, Excel, PowerPoint, Outlook). Knowledge of administrative procedures, record-keeping, and document management. Attention to detail and a high level of accuracy in work output. Ability to maintain confidentiality and handle sensitive information with discretion. Have a driving license.
Deadline	19 th August 2024/ 1400hrs
How to Apply	Interested candidates may send the following documents to our email HrAdmin@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 7. Application Form For further clarifications you may contact us on +960 3029200.
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