



We're **HIRING**

Assistant Officer, Administrative Fire & Safety Department/Airport Rescue & Fire Fighting

No. of vacancies: 2

Qualifications:

- *Minimum 3 'C' passes or above in GCE O' Levels including English and Mathematics.*
- *Minimum 'C' pass or above in SSC Dhivehi.*

Job Requirements:

- *Must have at least 1 year of experience in a related field.*
- *Computer Literate (MS Office Applications)*

Work Summary

- Provide administrative support to the Department/Section head and Unit Heads to ensure incoming and outgoing correspondence of the section is delivered to the addresses, as well as maintaining a record of correspondence.
- Draft, prepare, type and deliver all outgoing correspondence of the department/section such as letters, memos and notes.
- File all documentation of the department/section and maintain the filing system in an orderly manner.
- Request and collect items from procurement and stores when required.
- Assist in carrying out other functions of the section and department when required.

DEADLINE: 1500hrs, 2nd September 2019

Interested Candidates, please send in your Job Application Form CV and all relevant documents to Corporate, Office, Maldives Airports Company LTD.

Maldives Airports Company Limited
Corporate Office
Velana International Airport
Hulhule' 22000,
Republic of Maldives

Note: ONLY Short listed candidates will be notified.
For further information please do not be hesitated to contact us

Email: recruitment@macl.aero Contact: 3325511

Job application form will be available at www.macl.aero

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