



Ref: 116-K1/IL/2019/93

# We're **HIRING**

## **Officer, Accounts**

**Finance Department/Financial Accounting**

**No. of Vacancy: 1**

### **Qualifications:**

- Diploma in Accounting with 3 years' experience in related field **OR** GCE A 'Level 2 passes including Accounting with 5 years' experience in related field.
- Proficient in computer usage and MS office application
- Strong oral and written communication skills in both Dhivehi and English.

### **Responsibilities:**

- Maintain and perform reconciliation of the Fixed Asset Register of the company.
- Maintain and perform reconciliation of the Capital Work- in progress schedules.
- Assist in timely reconciliation of general ledger account as per the reporting timelines of the Unit.
- Maintain and update schedules of allocated General Ledger Accounts.
- Perform Bank reconciliation analysis of allocated bank accounts.

## **Assistant Officer, Procurement Procurement & Stores**

**No. of vacancy: 1**

### **Qualifications:**

- Minimum 3 'C' passes in O' level (including English and Dhivehi).

### **Preference:**

- Those who have past work experience of Procurement field and knowledge of Oracle Procurement Module will be an added advantage.

### **Responsibilities:**

- Process Purchase Requisitions (PR) for procuring goods, works & services from start to end as per the laws, company Policies & SOPs.
- Send RFQ/RFP to vendors, seek technical approval, summarize & evaluate received offers, obtain approvals and issue Purchase Orders / contracts.
- Complete the entire Tender process from start to end (prepare Tender Document, tender notice, bid meetings, evaluation, award, drafting contract, signing etc.).
- Follow up for goods/works/services delivery deadlines & respective payments etc.
- Provide administrative support.

**Interested Candidates, Please send in your Job Application Form CV and all relevant documents and (3 months valid police Report) to Corporate Office, Maldives Airports Company Ltd.**

**DEADLINE: 10<sup>th</sup> October 2019 – 15:00hrs**

**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](http://www.macl.aero)

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