



Ref: 116-K/IL/2019/130

We're **HIRING**

Administrative Officer, Safety Safety & Security Compliance

No. of Vacancy: 1

Qualifications & Competencies:

- Diploma with 3 years' experience in an officer position.

Key Responsibilities:

- Provide administrative support to the Department Head and Managers of the Department.
- Organize and schedule meetings and appointments.
- Prepare the meeting minutes.
- Assist management staff to carrying out administrative tasks required.

Benefits:

- Competitive Salary
- Free Transportation
- Health Insurance as per Company Policy

Senior Officer, Quality Compliance Safety & Security Compliance

No. of vacancy: 1

Qualifications & Competencies:

- Bachelor Degree in a related field with 2 years' experience.
- **OR** Equivalent professional qualification with 5 years' experience in Aviation Safety including implementing a Quality Management System (QMS).

Key Responsibilities:

- Coordinate with the customer airlines to conduct safety and quality audits of VIA facilities and functions.
- Investigate irregularities received from the auditors.
- Preparing relevant reports (prepare QMS monthly and weekly reports if required).
- Review and monitor the progress of all audit findings.
- Conduct and assist in Compliance related trainings.
- Assist in reviewing, updating and distribution of the compliance Department Manuals.

Interested Candidates, please complete the online Job Application Form and upload CV and all relevant documents along with Interested Candidates, Please complete

<https://www.macl.aero/corporate/about/jobs>

DEADLINE: 01st December 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

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