

JOB OPPORTUNITY

Reference Number
MND/PO/J/26/018

Date
14 July 2026

Maldives Innovation
and Digital Company

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G. Niusha, 5th Floor
Lily Magu, Malé 20130
Republic of Maldives

Post

Program Associate – Data & AI

No of Positions

02

Employment Type

Contractual | Full-Time

Terms of Employment

This is a one-year assignment from the commencement of work. Contract renewal eligibility requires both the successful completion of probation and a satisfactory annual performance review

Location

Head Office / Male'

Remuneration

Based on qualifications and experience

BACKGROUND

The Program Associate – Data & AI is responsible for supporting the development, delivery, and continuous improvement of Future Institute's programs in Data, Artificial Intelligence, Analytics, Automation, and related emerging technologies.

Working collaboratively with the Instructional Designer, subject matter experts, industry partners, and academic staff, the Program Associate researches emerging technologies, develops technical program content, designs practical learning experiences, and contributes to the creation of competency-based learning programs that prepare learners with industry-relevant Data and AI knowledge and skills.

The role also supports program innovation by identifying emerging workforce needs, strengthening industry partnerships, and ensuring Future Institute's Data & AI programs remain aligned with technological advancements and national workforce priorities.

KEY RESPONSIBILITIES

The Program Associate will be responsible for:

Program Development

- Support the design and development of Future Institute's Data & AI program portfolio, including micro-credentials, short courses, workshops, bootcamps, and professional development programs.

- Collaborate with the Instructional Designer to develop high-quality, competency-based learning programs and supporting learning resources.
- Develop technical program content, practical exercises, projects, case studies, and technical reference materials.
- Contribute to the preparation and review of course specifications, facilitator guides, learner handbooks, and assessment materials from a technical subject matter perspective.
- Review and continuously improve program content to ensure technical accuracy, industry relevance, and alignment with Future Institute's quality standards.

Research & Program Innovation

- Monitor developments in Data Science, Artificial Intelligence, Analytics, Automation, and related technologies.
- Identify emerging skills, technologies, and industry trends that should be incorporated into Future Institute programs.
- Conduct research to support the development of new program and learning pathways.
- Evaluate international best practices and recommend improvements to Future Institute's Data & AI offerings.

Industry & Stakeholder Engagement

- Engage with employers, industry experts, technology partners, and government agencies to understand workforce capability requirements.
- Support the development of industry partnerships that strengthen program relevance and learner employability.
- Contribute to industry consultations, technical working groups, and collaborative program development initiatives.
- Support Future Institute's participation in national Data & AI initiatives, events, and outreach programs.

Training & Learning Support

- Deliver specialist workshops, seminars, and technical training sessions where required.
- Provide technical guidance and support to facilitators during program delivery.
- Support learner engagement through demonstrations, practical sessions, mentoring, and technical guidance.
- Promote project-based and experiential learning approaches that build practical workplace capability.

Continuous Improvement

- Review learner and stakeholder feedback to identify opportunities for program enhancement.
- Maintain awareness of developments in education technology and digital learning tools relevant to Data & AI education.

- Contribute to innovation projects and initiatives that strengthen Future Institute's program portfolio.
- Support the continuous development of Future Institute as a center of excellence for Data & AI education.

REQUIRED QUALIFICATIONS & EXPERIENCE

Education

- Bachelor's degree in computer science, Information Technology, Software Engineering, Data Science, Artificial Intelligence, Information Systems, or a related discipline.
- Experience in software development, data analytics, artificial intelligence, technology training, higher education, or related fields.
- Good understanding of Data Analytics, Artificial Intelligence, Machine Learning, Software Development, and emerging digital technologies.
- Experience developing technical learning resources, training materials, or educational content will be an advantage.
- Experience delivering technical workshops, presentations, or training programmes is desirable.
- Strong written and verbal communication skills in English and Dhivehi.

Desired Skills

- Strong interest in Data Science, Artificial Intelligence, Machine Learning, and emerging technologies.
- Ability to research and evaluate new technologies and industry trends.
- Ability to translate technical concepts into practical and engaging learning experiences.
- Strong analytical, research, and problem-solving skills.
- Ability to develop practical projects, demonstrations, case studies, and technical learning activities.
- Excellent written communication and technical documentation skills.
- Strong presentation and facilitation skills.
- Ability to collaborate effectively with instructional designers, facilitators, subject matter experts, and external stakeholders.
- Self-motivated with a passion for continuous learning, innovation, and emerging technologies.
- Strong organizational and project coordination skills with the ability to manage multiple program development activities.

APPLICATION SUBMISSION

Interested candidates are invited to submit their completed job application form together with an up-to-date CV to careers@mindco.mv no later than 16:00 hrs on 21st July 2026.

ADDITIONAL DOCUMENTS FOR SHORTLISTED CANDIDATES

Please be informed that applicants who are shortlisted will be contacted for an interview and will be required to provide the following documents via email to careers@mindco.mv upon notification:

- A recent passport-size photograph (digital copy)
- A scanned copy of the National ID card
- Scanned copies of educational certificates
- Employment reference letters from previous employers
- Valid police report

OUR COMMITMENT TO DIVERSITY & INCLUSION:

At MINDCo, we champion an inclusive and respectful workplace where everyone has equal opportunities to thrive. We welcome applications from all qualified individuals, and we strongly encourage women to apply.