



Ref: 116-K/IL/2020/23

We're **HIRING**

**Assistant Officer, Facilitation and standards
Terminal Services**

No. of Vacancy: 1

Qualifications & Competencies:

- Minimum 3 "C" passes or above in GCE O' Level including SSC Dhivehi.
- Proficient in computer usage and MS Office applications.
- Proficient in verbal and written communication (both English & Dhivehi)

Key Responsibilities:

- Prepare and maintain all the survey documents and ensure the documents are properly maintained stores, update processed.
- Assist to arrange the regular meetings conducted with sections, agencies and related sections to improve the services level.
- Assist to submit monthly and quarterly report to ASQ Coordinator as required guideline.
- Assist to plan and give briefing training to selected staff on the conducts

Benefits:

- Competitive Salary
- Free transportation to and from workplace
- Free Motor cycle parking
- Health insurance as per company policy

DEADLINE: 02nd February 2020 – 15:00hrs

Interested Candidates, Please complete the online Job Application Form and upload CV and all relevant documents along with Police Report (3 months valid)

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

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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