



Maldives Digital Service

Male', Republic of Maldives

JOB OPPORTUNITY

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Iulaan No:
(IUL)1137-HR/1/2026/41

Publish Date:
Thursday, 23 July 2026

Deadline:
Wednesday, 5 August
2026
14:00 PM

Post	Director, Communications and Public Relations
No. of Position	01
Employment Type	Contractual
Terms	The duration of the assignment is 2 (two) years from the commencement of work. The contract shall be extended after performance analysis at the end of the term.
Office	Maldives Digital Service
Job Family	Business and Administrative Service
Job Matrix	Public Relations Managers
Rank	PSR9
Job No	PMU023
Reporting to	Project Manager or designated staff assigned by Project Manager
Working Hours	Weekdays from 08:00 to 14:00hrs other than public holidays and provide services for an average of 44 hours a week
Remuneration (Maldivian Rufiyaa)	
Basic Salary	16,080/-
Job Allowance	7,505/-
Attendance Benefit	205/- (Daily): As per National Pay framework
Overtime	As per National Pay framework
Pension	As per Maldives Pension Act

The Maldives Digital Service (MDS), under the strategic direction of its Senior Management, is leading the implementation of the MDS Strategic Action Plan and Maldives 2.0 initiatives to advance the Government's vision of a digitally empowered nation. MDS focuses on strengthening digital government,



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digital economy, and digital society through the establishment of a unified government technology stack, interoperable open data platform, national digital identity system, and secure service delivery frameworks. It will develop national ICT standards, policies, and governance mechanisms to ensure secure, resilient, and citizen-centric digital services across government. Key investments include the Sovereign National Cloud, National Data Center enhancement, and disaster recovery capabilities to safeguard critical government systems. The initiative also promotes transparency, interoperability, innovation, and public and private-sector collaboration while supporting ICT industry growth, emerging technology adoption, capacity building, and international expansion of Maldivian technology services, positioning the Maldives as a regional leader in digital transformation and innovation

Objectives

The Maldives Digital Service (MDS) intends to recruit a **Director, Communications and Public Relations** to support the implementation of the organization's mandate and the Maldives 2.0 digital transformation initiatives. The selected candidate will work collaboratively within a team environment, supporting the Team Leader to develop a detailed marketing and communication plan for the digital service products and will actively engage in the rollout and marketing of the digital service products across the agencies to support the delivery of the Digital Development Action Plan

Key Responsibilities

The overall responsibilities of the **Director, Communications and Public Relations** include, but are not limited to the following:

1. Lead the development and implementation of MDS communication, Marketing and public relations strategies supporting digital transformation initiatives, organisational objectives, and stakeholder engagement.
2. Lead and coordinate the media team, including planning workloads, assigning tasks, monitoring progress, and ensuring timely delivery of assigned content and media outputs.
3. Develop, create, and manage digital content, including videos, graphics, social media content, presentations, promotional materials, and other communication assets.



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4. Plan and execute content strategies to effectively communicate digital transformation initiatives, project updates, achievements, and key messages to relevant audiences.
5. Coordinate the end-to-end production process for media content, including concept development, scripting, recording, editing, review, approval, and publication.
6. Work closely with project teams, technical teams, and relevant stakeholders to gather information and translate technical initiatives into clear and engaging communication materials.
7. Maintain content calendars, track media activities, monitor deliverables, and provide regular progress updates and reports.
8. Ensure consistency, accuracy, quality, and alignment of all media and communication materials with MDS branding, standards, and organisational objectives.
9. Support project coordination activities, including planning, documentation, reporting, stakeholder coordination, and monitoring of assigned initiatives.
10. Explore and apply emerging digital media tools, content creation techniques, and innovative approaches to improve communication, engagement, and visibility of MDS initiatives.

Qualifications and Experience

1. A bachelor's degree (MQA Level 7 or 8) in work related field, with a minimum of Eight (08) years of professional work experience in a related area; **OR**
2. A master's degree (MQA Level 9) in work related field, with a minimum of Four (04) years of professional work experience in a related area; **OR**
3. PhD (MQA Level 10) in work-related field, with a minimum of Two (02) years of professional work experience in a related area

Education and Experience Field

- Public Relations, Communications, Marketing, Customer relations, Business Operations or Media related field



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Preference will be given to candidates with:

1. Knowledge and experience in digital content creation tools such as Adobe Creative Suite, Canva, Figma, Blender, video editing software, or equivalent tools.
2. Experience in multimedia production, including graphic design, video editing, photography, videography, animation, and audio editing.
3. Knowledge of social media platforms, digital marketing tools, and creating content for online communication channels.
4. Knowledge and experience in 2D/3D design, 3D modelling, motion graphics, and visual effects.
5. Knowledge of emerging digital media technologies, AI-assisted content creation tools, and creative technology solutions.

Other Benefits:

1. Training and Learning Opportunities as per Maldives Digital Service Policies and Standards
2. Participate in the “Maldives Retirement Pension Scheme”
3. Ramadan Allowance
4. Leave in accordance with the rules and regulations of Maldives Employment Act.

Other Obligations:

The **Director, Communications and Public Relations:**

1. The role is based on under Maldives Digital Service and will be required to provide support to internal and external customers.
2. Is expected to report to work on **Weekdays from 08:00 to 14:00hrs other than public holidays and provide services for an average of 44 hours a week**
3. shall provide all the necessary reports and updates to the **Project Manager or designated staff assigned by Project Manager** whenever needed.
4. Is required to report to work in official attire.

Services and Facilities:

Office space and other facilities such as computers will be provided as required



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Selection Criteria:

The **Director, Communications and Public Relations** will be selected based on the following criteria.

#	Criteria	Points
1	Interview	40
2	Work Experience	30
3	Additional Skills / Expertise	20
4	Educational Qualification	10
	Total	100

Short listing and Interview Process

Applicants will be shortlisted based on their educational qualifications and relevant experience. Shortlisted candidates will be informed by Maldives Digital Service regarding the interview and examination process.

Application Submission and Deadline

The deadline for applications to the **Director, Communications and Public Relations** position is **Wednesday, 5 August 2026, at 14:00 PM**. All interested candidates are required to submit their job application, along with the following documents, via the official email address **jobs@mds.gov.mv** before the deadline.

Please submit all required documents as a single PDF file.

1. Curriculum Vitae
2. Copy of National ID Card (Both Sides)
3. Accredited copies of Academic Certificates
4. If the **academic certificate** has not yet been issued, applicants must provide a **letter of completion** from their university, along with a **Qualification Assessment Report** from the Maldives Qualification Authority confirming that the completed course is accredited at the appropriate level.
5. Employment Verification Letter from previous employer(s), detailing the work carried out, details of technologies and equipment involved in the work, and duration of the responsibilities.
6. Valid police report



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7. Candidates shall submit additional documents to prove expertise/experience highlighted in the selection criteria

Publishing A2 Sheet (Point Allocation Sheet)

The A2 sheet will be made publicly available at the Maldives Digital Service office and on the official Maldives Digital Service website within **three days** after the interview. Any complaints regarding the allocation of points must be submitted to **jobs@mds.gov.mv** within three days of the A2 sheet's publication.

Extra Information

For any inquiries regarding this Terms of Reference, please contact the Maldives Digital Service at **+960-7999388** or by email at **jobs@mds.gov.mv**. Applicants are requested to include the relevant Iulaan Number in the email subject line.
