



JOB OPPORTUNITY

Reference Number
MND/PO/J/26/026

Date
24 August 2026

Maldives Innovation
and Digital Company

+960 3335777
info@mindco.mv

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

Post	Content Designer
No of Positions	01
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

As a Content Designer at MINDCo, you will play a pivotal role in crafting engaging, and compelling content across various platforms such as our websites, blog, vodcast, newsletter and other digital and print materials.

Your primary responsibility will be to utilize your creative abilities alongside strategic thinking to distill complex information and present it in diverse and engaging formats. As a part of the Content Design team, you will thrive in a dynamic and cross functional setup, collaborating closely with diverse team of experts from a range of creative and technical disciplines.

KEY RESPONSIBILITIES

- Develop clear and simplified service guides to make information on public services accessible for citizens and businesses.
- Craft high-quality, original content that spans bite-sized to long-form pieces, effectively communicating complex concepts and topics across diverse mediums, including written, visual, and auditory content.
- Confidently communicate and deliver clear, engaging content on-camera for social media and any other channels we engage with the audience.
- Generate creative concepts and content ideas based on customer journey while seamlessly aligning with inbound and content marketing strategies.

- Collaborate with BX team to develop content strategies that align with the overall outreach efforts and objectives.
- Ensure all contents adheres to the brand guidelines and tone of voice guide.
- Collaborate with designers, illustrators and multimedia experts to create visually appealing and impactful content.
- Work closely with cross-functional teams including BX team to Solutions team, legal to support team etc. to gather information and insights to create helpful content.
- Research, analyze and identify gaps and opportunities to create informative, helpful and engaging content.
- Manage relationships with subject matter experts both internal and external to make sure content is always accurate.
- Conduct research to ensure appropriate policy and legal checks are conducted on all content produced.

REQUIRED QUALIFICATION & EXPERIENCE

- Bachelor's degree in Communications, Journalism, Marketing, Branding, or a related field.
- Proven experience as a Content Designer, Content Writer, Content Creator or a similar role in content creation.
- Strong editorial judgement with the know how to tell a story and carry a narrative through content.
- Comfortable and confident on-camera.
- Exceptional written and verbal communication skills with the ability to take complex language and processes and make them simple to understand.
- Strong analytical skills to measure content performance and make data-driven decisions.
- Portfolio highlighting relevant writing samples.

APPLICATION SUBMISSION

Interested candidates are invited to submit their completed job application form together with an up-to-date CV to talent@mindco.mv no later than 16:00 hrs on 02nd September 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 talent@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.