

Advertisement No: MFMC/IUL/2026/08

DRIVER CUM MAINTENANCE OFFICER

1. Scope of work

The main responsibility of the Driver cum Maintenance Officer is to provide safe, reliable and efficient transportation services to Maldives Fund Management Corporation (MFMC) staff and management, while ensuring the proper maintenance and upkeep of the Corporation's vehicles, office premises, equipment and facilities. The role is also responsible for providing general maintenance, logistical and operational support to ensure the smooth day-to-day functioning of the Corporation under the direction of the Head of Department or Management.

2. Specific responsibility

- 2.1 Operate and drive MFMC vehicles safely and responsibly for official business, including transportation of management, staff, guests, documents, equipment and other authorized items.
- 2.2 Ensure that the assigned vehicle is kept clean, presentable, roadworthy and in good operating condition at all times.
- 2.3 Conduct regular checks of the vehicle.
- 2.4 Maintain accurate records of vehicle usage, fuel consumption, mileage, servicing, repairs and other vehicle-related expenses.
- 2.5 Coordinate and follow up on regular vehicle servicing, inspections, repairs, insurance, registration and other vehicle-related requirements.
- 2.6 Immediately report any vehicle defects, accidents, damage or mechanical issues to the relevant supervisor and take appropriate action to ensure safety.
- 2.7 Ensure that the Corporation's vehicles are operated in accordance with applicable traffic laws, regulations and MFMC policies.
- 2.8 Transport staff, management, clients, visitors and other authorized persons to and from official meetings, events, airports and other destinations as required.
- 2.9 Assist with the transportation and delivery of official documents, correspondence, equipment, office supplies and other items as assigned.
- 2.10 Carry out routine maintenance and minor repairs of office facilities, furniture, fixtures, fittings, electrical equipment, plumbing and other office infrastructure where possible and within the scope of competence.
- 2.11 Conduct regular inspections of the office premises and promptly report maintenance issues, safety hazards, damages or repair requirements to the supervisor.
- 2.12 Coordinate with external technicians, contractors and service providers for repairs, maintenance and servicing of office facilities, equipment and vehicles as required.

- 2.13 Assist in setting up and arranging meeting rooms, training rooms, events and other corporate activities, including moving furniture and equipment when required.
- 2.14 Assist with the installation, relocation and basic maintenance of office equipment, furniture, fixtures and other facilities.
- 2.15 Monitor basic maintenance supplies, tools and equipment and inform the relevant department when replenishment or replacement is required.
- 2.16 Assist with the movement, loading, unloading and safe handling of office supplies, equipment, furniture and other items as required.
- 2.17 Assist with general office and premises-related tasks, including minor repairs, assembling furniture, changing light bulbs and other routine maintenance activities within the scope of competence.
- 2.18 Maintain a clean, safe and organized work environment in areas under the officer's responsibility.
- 2.19 Assist the Administration/HR function with official errands, document collection and delivery, banking or government-related submissions, procurement-related activities and other administrative tasks as assigned.
- 2.20 Maintain confidentiality and exercise professionalism when handling official documents, information, vehicles, equipment and while transporting management, staff and visitors.
- 2.21 Ensure all assigned tools, equipment, vehicles and other Corporation property are properly maintained, secured and used only for authorized purposes.
- 2.22 Perform any other duties and responsibilities assigned by the Head of Department or Management to support the effective operation of the Corporation.

3. Requirements

- Completion of GCE O'Level or equivalent qualification.
- Valid Maldives driving licence appropriate for the vehicles assigned (B1 category).
- Minimum of 2 years' relevant experience as a driver, maintenance worker, facility support officer or in a similar position.
- Basic knowledge of vehicle maintenance and troubleshooting.
- Basic knowledge of general building, electrical, plumbing and equipment maintenance will be an added advantage.
- Ability to maintain basic records relating to vehicle usage, maintenance, fuel and repairs.

4. Preferred Skills:

- Excellent driving skills with a strong focus on safety.
- Good knowledge of vehicle maintenance and basic troubleshooting.

- Basic mechanical, electrical, plumbing and general maintenance skills.
- Good communication and interpersonal skills.
- Reliable, punctual and responsible.
- Strong attention to safety and detail.
- Ability to identify and report maintenance issues promptly.
- Ability to follow instructions and work independently.
- Good organizational and time management skills.
- Ability to handle official documents, equipment and property responsibly.
- Ability to work effectively as part of a team.
- Physically capable of carrying out routine maintenance and assisting with moving equipment and furniture when required.
- High level of integrity, professionalism and confidentiality.
- Willingness to learn and develop new skills.

Remuneration: MVR 15,000.00 – 19,000.00 (negotiable based on qualification and experience)

Interested candidates, please email to HR@mfmc.mv, the following listed documents.

- a) CV
- b) Accredited Certificate Copies and Transcript
- c) O' Level Certificates Copies
- d) Reference Letter(s)
- e) ID Copy