



JOB OPPORTUNITY

Reference Number
MND/PO/J/26/37

Date
13 October 2026

Maldives Innovation
and Digital Company

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info@mindco.mv

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

Post	Manager, Public Relations and CSR
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

SCOPE OF WORK

The Manager, Public Relations and CSR leads MINDCo's corporate communications, public relations, media engagement, reputation management and corporate social responsibility activities. The role ensures that official communications are accurate, timely, consistent and aligned with MINDCo's mandate, approved strategy and executive direction.

The role serves as the central coordinator for official corporate public relations, executive and stakeholder communications, and CSR activities. It works closely with Brand Experience, Business Development, Corporate Services and program teams.

DUTIES & RESPONSIBILITIES

- Develop and oversee the corporate PR and communications plan, annual workplan, communication calendar, performance targets and resource requirements in line with MINDCo's approved strategy.
- Oversee and prepare press releases, official statements, speeches, talking points, briefing notes and corporate messages, ensuring factual validation and required approvals before release.

- Manage media relationships, enquiries, interviews, briefings and press events; prepare spokespersons and act as spokesperson only when expressly authorised by the Managing Director.
- Lead, plan and host the MINDCo podcast, coordinating topics, guests and interviews, and working with Brand Experience on production and promotion, ensuring accuracy, guest consent and required approvals.
- Monitor coverage and stakeholder sentiment, advise management on emerging reputation risks, and lead the communications workstream during incidents and sensitive matters under approved response processes.
- Develop and manage the CSR framework and annual plan; assess proposals for public value, inclusion, feasibility, cost and risk; coordinate approved partnerships and evaluate outcomes.
- Coordinate institutional stakeholder communications and publication of corporate updates across approved channels, working with Brand Experience and accountable subject-matter owners.
- Manage approved budgets, assigned staff and service providers within delegated authority; recommend policies and SOPs and maintain controls for sponsorships, donations, conflicts of interest and public commitments.
- Report activities, results, CSR outcomes, expenditure and material risks to the Management, and provide accurate inputs for corporate and Board reporting as required.
- Take initiative in drafting, writing and reviewing original content in English and Dhivehi to bring visibility to nationwide digital transformation initiatives led and supported by MINDCo in partnership with Government agencies.
- Support Bureau related works and work assigned by the Managing Director.

EXPECTED OUTPUTS

- An annual PR and CSR plan with a coordinated calendar, proposed budget and measurable performance targets.
- Accurate, approved and timely official communications, executive briefs and media engagement materials.
- A current media and stakeholder contact register and an organised archive of approved communications.
- Documented CSR proposals, partnership commitments, implementation records and outcome assessments.

- Periodic reports on media responsiveness, coverage quality, reputation trends, stakeholder engagement, CSR outcomes and expenditure.
- Timely escalation of sensitive matters with clear recommended communication responses.
- Original content writing and development to support MINDCo's corporate objectives and development initiatives.

QUALIFICATIONS & EXPERIENCE

The following criteria are proposed for recruitment and require confirmation before publication.

- A master's degree in Public Relations, Communications, Journalism, Marketing, Business Management or a related discipline with at least 2-3 years of relevant experience in public relations, corporate communications, media relations or stakeholder engagement, including at least two years coordinating teams, programs or communication projects

OR

- A bachelor's degree in Public Relations, Communications, Journalism, Marketing, Business Management or a related discipline with at least five years of relevant experience in public relations, corporate communications, media relations or stakeholder engagement, including at least two years coordinating teams, programs or communication projects.
- Demonstrated experience preparing official statements, executive briefs or speeches and managing media or stakeholder enquiries.
- Demonstrated experience in PR or communication planning and plan execution
- Demonstrated experience in program hosting and original digital content development
- Experience in CSR, community partnerships or social impact programs is desirable. Experience in government, a state-owned enterprise or the technology sector is an advantage.

SKILLS AND COMPETENCIES

- Strong written and spoken Dhivehi and English, with sound editorial judgment and the ability to explain technical matters clearly.
- Strong media relations, stakeholder coordination, planning, team management and reporting skills.

- Sound judgment when handling sensitive information, public scrutiny and competing deadlines.
- Ability to assess CSR proposals, manage budgets and track measurable outcomes.
- Understanding of communication approvals, confidentiality and reputational risk; ability to work effectively with technical, legal and program teams.

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 21st October 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.