



JOB OPPORTUNITY

Reference Number
MND/PO/J/26/39

Date
22 October 2026

Maldives Innovation
and Digital Company

+960 3335777
info@mindco.mv

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

Post	Dhivehi Language Consultant
No of Positions	02
Employment Type	Consultant
Engagement Type	Fixed-term consultancy
Location	Head Office / Male'
Duration	Two (2) months

Position Purpose

MINDCo is seeking experienced Dhivehi Language Consultants to provide specialist expertise in Dhivehi writing, translation, editing and language standardisation. The consultants will support the development and review of high-quality Dhivehi content across the company's digital platforms, publications and communications, ensuring accuracy, consistency and clarity.

Key Responsibilities

- Review, edit and proofread Dhivehi content to ensure linguistic accuracy, clarity and consistency.
- Translate and adapt content between English and Dhivehi while preserving its intended meaning and ensuring readability.
- Develop and maintain Dhivehi language guidelines, terminology references and writing standards.
- Ensure adherence to recognised Dhivehi language standards, including spelling, grammar, punctuation and terminology.
- Review content for digital platforms, publications, service information and other official communications.
- Provide specialist language advice and recommendations to improve the quality and accessibility of content.
- Support knowledge transfer and provide guidance or training to internal teams on appropriate Dhivehi language usage.
- Coordinate with relevant teams to complete assigned work within agreed timelines.
- Undertake other related language consultancy assignments as reasonably required.

Qualifications and Experience

- A relevant qualification in Dhivehi language, linguistics, literature, translation, education or a related field, or equivalent demonstrated professional expertise.
- Proven experience in Dhivehi writing, editing, translation, proofreading or language consultancy.
- Excellent command of written Dhivehi, including formal language conventions and contemporary usage.
- Strong understanding of recognised Dhivehi language standards and terminology.
- Ability to communicate complex information in clear, simple and accessible language.
- Experience in developing language guidelines, reviewing official publications or providing language-related training will be an added advantage.
- Strong attention to detail, communication skills and ability to meet deadlines.

Expected Outputs

- Reviewed, translated and finalised Dhivehi content as assigned.
- Language guidelines and terminology references, where required.
- Recommendations to improve consistency and quality of Dhivehi content.
- Knowledge-sharing or training sessions as required.
- Periodic progress updates and submission of completed assignments.

Terms of Engagement

The consultancy will be for an initial period of two (2) months, with a monthly consultancy fee.

The engagement will be governed by an individual consultancy agreement outlining the applicable terms, responsibilities, deliverables and payment arrangements.

Any extension will be subject to organisational requirements, satisfactory performance and the necessary approvals.

APPLICATION SUBMISSION

Interested candidates are invited to submit their completed up-to-date CV to talent@mindco.mv no later than 16:00 hrs on 28th 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.