بسم الله الرحمن الرحيم

MINDCO

JOB OPPORTUNITY

Reference Number

MND/PO/J/26/43

Date

2 November 2026

Maldives Innovation and Digital Company

+960 3335777
info@mindco.mv

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

Post	**Driver & Logistics Assistant**
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

1. Objective

The primary objective of this position is to provide secure, timely, and reliable transportation services for official organizational purposes, alongside the provision of ad-hoc support services to the Corporate Services department. The Driver & Logistics Assistant is responsible for the overall maintenance, cleanliness, and regulatory compliance of the assigned vehicle(s) while ensuring the safe delivery of staff, materials, and equipment.

2. Scope of Work (Duties and Responsibilities)

The Driver & Logistics Assistant will be responsible for the following duties:

- Driving the office vehicle safely for official work-related trips as directed.
- Facilitating the vehicle's annual registration, roadworthiness (roadworthiness certificate), and insurance up-to-date in accordance with regulations with the Administration Department.
- In the capacity of a driver, regularly check and refill essential vehicle fluids (engine oil, coolant, water) and inspect battery condition and odometer readings at scheduled intervals, in accordance with the company's vehicle maintenance schedule.
- Keeping the interior and exterior of the assigned vehicle clean, tidy, and well-maintained at all times.
- Inspecting the vehicle for any technical issues before starting the day's work and resolving or reporting such issues according to established administrative procedures.

- Maintaining the vehicle's daily travel through the designated company system and submitting it to the Administration department within the designated timeframe.

- Assisting in collecting items required for various departments and delivering them to the designated locations.

3. Qualifications, Experience and Mandatory Requirements

The Driver & Logistics Assistant would primarily serve as the driver for operating Company vehicle(s) safely and reliably, while undertaking secondary logistics support and other administrative duties as assigned by their direct supervisor.

- Valid Maldivian driving license for the relevant vehicle category C1, B1, B2, A0, A1

- Minimum of 1 year of professional experience as a driver.

- Clean driving record with no major traffic violations.

- Basic knowledge of vehicle mechanics and troubleshooting.

- Disclose if any medical conditions (whether physical or mental) imposes limitations that may disrupt operations or prevent them undertaking their responsibilities

4. Skills and Competencies

- High commitment to safe driving practices and adherence to all traffic laws and regulations.

- Excellent time-management skills and reliability.

- Basic proficiency in Dhivehi and English is mandatory

- Ability to assist with loading and unloading light cargo or office materials.

- Courteous demeanor, confidentiality, and a strong sense of responsibility.

- Strong collaborative mindset with a pleasant, professional demeanor and the ability to work effectively within a team environment.

5. Working Hours

- Standard working hours are from 08:00 to 16:00, Sunday to Thursday.

- The Driver & Logistics Assistant may occasionally be required to work outside standard hours or on weekends based on official requirements, which will be compensated as per the Company's overtime policy.

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 9th November 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.