بسم الله الرحمن الرحيم

MINDCO

JOB OPPORTUNITY

Reference Number

MND/PO/J/26/045

Date

2 November 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	**Content & Editorial Specialist**
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	MINDCo Head Office
Remuneration	Based on qualifications and experience

PURPOSE OF THE ROLE

The Content & Editorial Specialist is responsible for developing high-quality written and editorial content in both Dhivehi and English for MINDCo's corporate, public-facing and strategic communications.

The role requires a strong journalism or media background, excellent writing and editing skills, sound editorial judgement, and the ability to translate complex or technical information into clear, accurate and engaging content for different audiences.

Working closely with and under the guidance of the designated manager, and in accordance with the overall direction of the Managing Director, the Specialist will support the Managing Director's Bureau in ensuring that key communications and content are professionally written, factually accurate and consistent with MINDCo's mandate and strategic direction.

KEY RESPONSIBILITIES

Content Development and Writing

- Develop clear, engaging and audience-appropriate original content in Dhivehi and English for MINDCo.
- Prepare articles, feature stories, website content, announcements, profiles, talking points, speeches, briefs and other communication materials.
- Undertake research, interviews and stakeholder consultations and engage with both internal and external stakeholders to develop appealing, effective and purpose driven original content in both Dhivehi and English language.

- Draft and refine content for the Managing Director and other senior representatives as required.
- Convert technical, policy and program information into accessible content suitable for public communication.
- Conduct interviews and gather information from internal product teams, stakeholders and subject-matter experts to develop accurate and meaningful content
- Develop original content to provide coverage for MINDCo's products, events, engagements and activities
- Develop stories highlighting MINDCo's program projects, achievements, people and impact.

Editorial and Language Quality

- Edit and proofread Dhivehi and English content to ensure accuracy, clarity, consistency and appropriate tone.
- Ensure Dhivehi content follows appropriate language, spelling and writing conventions.
- Review translations and, where required, translate or adapt content between Dhivehi and English while preserving the intended meaning and tone.
- Fact-check information and verify names, figures, references and other details before publication.
- Maintain consistent terminology, writing style and editorial standards across MINDCo content.

Strategic and Digital Content

- Support the development of content for MINDCo's websites, digital platforms, publications, campaigns and corporate communication channels.
- Work closely with the designated manager and relevant teams to identify suitable stories, themes and content opportunities.
- Support content planning and maintain an editorial/content calendar where required.
- Develop interview questions, scripts, program briefs and other editorial material for videos, podcasts and multimedia content.
- Adapt longer-form content into concise formats suitable for digital and social media channels in coordination with relevant teams.

Coordination and Editorial Support

- Liaise with departments and project teams to collect information required for content development.
- Work closely with Brand Experience, Public Relations and CSR, program teams and other relevant functions while maintaining clear responsibility for editorial quality.
- Undertake content assignments under the guidance of the designated manager, ensuring alignment with priorities and directions established by the Managing Director.

- Support urgent communications and content requirements from the Managing Director's Bureau.
- Maintain organized records of approved content, source information and final published versions.
- Carry out other content, editorial and communication-related responsibilities assigned under the direction of the Managing Director.

REQUIRED QUALIFICATION & EXPERIENCE

Essential

- Bachelor's degree in Journalism, Mass Communication, Media, Communications or another relevant field.
- Professional experience in journalism, news media, editorial content, communications, copywriting or a closely related field.
- Demonstrated professional writing experience in both Dhivehi and English.
- Strong editing, proofreading and fact-checking skills.
- Ability to interview people, research topics and independently develop well-structured stories and content.
- Ability to understand complex information and communicate it clearly to a general audience.
- Strong attention to detail and ability to work within tight deadlines.

Preferred

- Previous experience as a journalist, reporter, editor, feature writer or content writer.
- Experience covering technology, government, public policy, development, business or social issues.
- Experience preparing executive communications, speeches, interviews or feature stories.
- Familiarity with digital publishing and multimedia content development.

REQUIRED KNOWLEDGE, SKILLS AND COMPETENCIES

- Exceptional Dhivehi and English writing skills
- Editorial judgement and attention to detail
- Interviewing and research skills
- Storytelling and content development
- Fact-checking and information verification
- Translation and language adaptation
- Ability to simplify complex information
- Creativity and initiative
- Confidentiality and professional judgement

ASSESSMENT

Shortlisted candidates may be required to complete a practical assessment to demonstrate their Dhivehi and English writing, editing, translation, research and content-development skills.

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.