بسم الله الرحمن الرحيم

Maldives Fisheries and
Ocean Resources Marketing
and Promotion Corporation Limited
Company Reg. no.: C09282024

Job Announcement

Date: 9th November 2026 **No**: MFORMPC-IUL/2026/0005

Position	Office Assistant
No of Vacancy:	01
Field:	Administration
Salary:	Depending on the educational qualifications and relevant experience.

Background

The President established the company under the authority vested in Section 15 of the Companies Act (7/2023), as announced in Presidential Decree No. 03/2024.

The company was founded with the primary objective of expanding the nation's fishing industry and enhancing its social benefits by promoting and marketing Maldivian products in the global market. This includes products derived from aquaculture, mariculture, and other marine sources. To boost revenue, the company will also introduce a distinctive brand for local fisheries, promoting it both domestically and in key international markets.

Qualification & Experience

- Completion of GCE O'Level or Certificate Level 3 in a relevant field; or
- Completion of Basic Education with relevant experience.
- Must possess a valid land vehicle driving license for categories A0 and A1.

Skills and Competencies;

- Ability to interact with others courteously, respectfully and professionally.
- Ability to maintain confidentiality when handling organizational information and documents.
- Willingness to work extended hours and undertake travel as required by the organization.
- Knowledge of and willingness to comply with the laws, regulations and established procedures of the Republic of Maldives.
- Basic computer literacy, particularly in document preparation and handling.

Responsibilities:

- Receive, sort and distribute incoming and outgoing correspondence and documents to the relevant departments.

- Deliver documents, correspondence and other items to designated offices and ensure proper handover to the relevant recipients.
- Provide general administrative and office support to facilitate the smooth day-to-day operations of the organization.
- Monitor office supplies and stationery stock levels, prepare requisitions and distribute supplies to relevant departments.
- Prepare meeting rooms and make necessary arrangements for Board meetings, official meetings and other organizational events, including arranging refreshments.
- Prepare and serve refreshments during meetings and official gatherings.
- Monitor the condition of office equipment and facilities, report maintenance requirements and assist in coordinating necessary repairs.
- Maintain the cleanliness and tidiness of common office areas, including the reception and seating areas, meeting rooms, pantry, restrooms, furniture and equipment.
- Open and close the office premises in accordance with established instructions and security procedures.
- Provide logistical support for organizational activities, meetings and events as required

Note: This position is open for **Maldivians** Only.

Application deadline: 21st November 2026, 23:59PM.

Interested candidates are requested to email the following documents **as a single PDF file** to hr@mformpc.mv

1. Completed Job Application Form
2. Accredited copies of qualifications
3. Work experience letters
4. Copy of National Identity Card
5. Curriculum Vitae