بسم الله الرحمن الرحيم

MINDCO

JOB OPPORTUNITY

Reference Number

MND/PO/J/26/049

Date

23 November 2026

Maldives Innovation and Digital Company

+960 3335777
info@mindco.mv

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

Post	**Program Coordination Lead**
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

OBJECTIVE OF APPOINTMENT

Recruit a capable professional to strengthen coordination across MINDCo's ICT teams, products and projects, and improve communication between internal teams, the CTO and external stakeholders.

The successful candidate must combine strong organization and stakeholder engagement skills with excellent English and Dhivehi writing, clear articulation and reliable follow-through.

SCOPE OF WORK

- Coordinate assigned workstreams, milestones, dependencies and follow-up actions across ICT teams.
- Facilitate internal and external stakeholder engagement and information exchange.
- Prepare clear and accurate correspondence, briefs, reports, presentations and meeting records in English and Dhivehi.
- Consolidate progress information and flag risks, delays and decisions requiring the department's attention.
- Maintain reliable records and support coordination around development, testing, releases, onboarding and handovers.
- Support the department's preparation for reviews, management discussions and stakeholder engagements.
- Support the planning and coordination of product launches, awareness activities and user communications for ICT products and services, working with relevant teams.
- Gather and share user and stakeholder feedback to help improve products and how they are communicated.

QUALIFICATION & EXPERIENCE

- A bachelor's degree in project management, business administration, communications, marketing, information systems, information technology or a related discipline.
- At least 2 years of relevant experience in program or project coordination, stakeholder engagement, business analysis, communications or a comparable role.
- Excellent written and spoken English and Dhivehi.
- Demonstrated ability to coordinate multiple workstreams, prepare professional documents and engage effectively with different stakeholders.
- Ability to understand and accurately communicate information relating to digital initiatives.
- Experience working with technical teams, government institutions or projects involving several organizations will be an advantage.

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 30th 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.