

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



**MINISTRY OF TOURISM**  
REPUBLIC OF MALDIVES

**Terms of Reference (TOR) for Individual Contractor**

<b>Introduction:</b> To smoothen issues faced by the tourists, the Ministry of Tourism intends to post its representatives at Velana International airport. The team will be stationed at a dedicated information desk near the Maldives Airports Company Limited (MACL) information counter in the main arrival terminal. The team will attend to issues at the international and domestic terminal and arrival/departure jetties as well.	
<b>Designation:</b>	Liaison Officer
<b>Duration:</b>	3 months
<b>Working Hours:</b>	6 Shifts, 4 hours per shift
<b>Place of Work:</b>	Velana International Airport
<b>Salary Per month:</b>	MVR 3,000/-
<b>Responsibilities:</b> <ul style="list-style-type: none"><li>• Assist in providing information to tourists regarding Health Protection Agency (HPA), and Tourism Ministry guidelines pertaining to Covid-19.</li><li>• Liaise between health authorities and tourists</li><li>• Coordinate and resolve tourist related issues between tourists and travel agents, safaris, guest houses, hotels, and resorts.</li><li>• Liaise between tourists and Maldives Immigration, Airports Company, Customs, and domestic transport providers.</li><li>• Liaise between tourists and airlines</li><li>• Liaise between tourists and tourist police</li></ul>	
<b>Required qualifications:</b> <ul style="list-style-type: none"><li>• G.C.E O'Level Standard</li><li>• Fluent in English (written and spoken English)</li></ul>	
<b>Added advantages:</b> <ul style="list-style-type: none"><li>• Fluency in additional foreign languages</li><li>• Pleasant/outgoing personality</li><li>• Able to work long and odd hours</li><li>• Previous work experience in tourism field</li><li>• Interns worked / working at the Ministry of Tourism will be given preference</li></ul>	
<b>Application closing time:</b>	26 <sup>th</sup> October 2020, Monday at 2:00 pm



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**Things should be submitted with the cover letter:**

- Interested candidates please send accredited and attested copies of your qualification, copy of ID card and CV to the: **Ministry of Tourism, Velanage, 5<sup>th</sup> Floor**
- Alternatively email your application to [hr@tourism.gov.mv](mailto:hr@tourism.gov.mv)
- For more information, please contact 3022226