



MINISTRY OF TOURISM
REPUBLIC OF MALDIVES

TO HIRE A TECHNICAL CONSULTANT – PUBLICATIONS AND DOCUMENTATIONS

Project Duration: 2 years

Objective

The Ministry of Tourism wishes to hire a technical consultant with the intention to provide better technical input by developing and curating content in realization to the publications and documentations of the Ministry.

Terms of Reference (TOR) for Individual Contractors

Scope of work: The Technical Consultant will work to inspire ideas and produce researched-well content for Maldives Tourism Bulletin, other documents, and publications while collaborating with the respective teams at the Ministry. Upon the scope of work, the Technical Consultant shall also translate legal documents and regulations under the framework of the Maldives Tourism Act.	
Designation:	Technical Consultation – Publication and Documentations
Duration:	2 years
Working Hours:	06 Hrs per day (Official)
Place of Work:	Ministry of Tourism
Salary Per month:	MVR 20,000/-
Responsibilities: 1. Produce and draft researched content for Maldives Tourism Bulletin	

Ministry of Tourism, Velaanaage Fifth Floor, Ameer Ahmed Magu, Male', Republic of Maldives
Tel: +(960)332 3224, +(960)332 3226, +(960)332 1216, Fax: +(960)332 2512
E-mail: info@tourism.gov.mv, website: www.tourism.gov.mv



- Contribute to brainstorming sessions to inspire new and creative ideas for each issue of the Maldives Tourism Bulletin.
- For content creation, research related-industry topics and themes such as studies, interviews, market data, and develop up-to-date topics.
- Attend physical interviews of Tourism Personnel, compile and write interviews.
- Maintain brand consistency, accuracy, and style of content and ensure it is clear and concise to the audience.
- Provide quality assurance for content, including proofreading.
- Maintain a database of the content and organize writing schedules to complete drafts of content within the deadline.
- Base content on tourism context and adhere to Ministry's style guidance.
- Collaborate with Ministry teams to yield articles and ensure timely delivery.

2. Translate Tourism Law, related Regulations, and documents.

- Read through original material and translate it, ensuring that the meaning of the source text is retained.
- Commit to the quality of the content while being impartial and promoting integrity.
- Research legal, technical, and scientific phraseology to find the correct translation.
- Proofread and edited final translated documents.
- Provide a grammatically correct final version which should assist in the understanding of translated documents.
- Maintain a database of documents translated.

3. All other related tasks assigned by Ministry.

Required qualifications:

- Master's Degree or equivalent qualification in a Business, Communications, Journalism, English Language, or related field. (Certificates must be accredited by Maldives Qualification Authority/ Course completion must be submitted with Qualification Assessment Report).
- 5 years of work experience in a relevant field

Application closing time:

4th August 2022, Thursday at 2:00 pm

Documents should be submitted with the cover letter:

- Interested candidates please send the Application form with accredited copies of your qualification, Experience certificate, copy of ID card, and CV to the jobs@tourism.gov.mv
For more information, please contact 3022298

Ministry of Tourism, Velaanaage Fifth Floor, Ameer Ahmed Magu, Male', Republic of Maldives
Tel: +(960)332 3224, +(960)332 3226, +(960)332 1216, Fax: +(960)332 2512
E-mail: info@tourism.gov.mv, website: www.tourism.gov.mv



Evaluation Criteria

Category	Total marks/Percentage
1) Qualification	30 (As per the Academic Disciplines)
2) Similar experience	20 (As per the career fields)
3) Interview	30
4) Practical Exam	20

Ministry of Tourism, Velaanaage Fifth Floor, Ameer Ahmed Magu, Male', Republic of Maldives
Tel: +(960)332 3224, +(960)332 3226, +(960)332 1216, Fax: +(960)332 2512
E-mail: info@tourism.gov.mv, website: www.tourism.gov.mv

