

Terms of Reference (TOR) for Individual Contractor

**Introduction:**

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 disseminate information, assist and attend to issues of tourists at the international and domestic terminal and arrival/departure jetties.

<b>Designation:</b>	Liaison Officer
<b>Duration:</b>	1 year
<b>Working Hours:</b>	06 hours per shift
<b>Place of Work:</b>	Velaana International Airport
<b>Salary Per month:</b>	MVR 7,530/-

**Responsibilities:**

- Assist in providing information to tourists regarding Health Protection Agency (HPA), and Tourism Ministry guidelines pertaining to Covid-19.
- Liaise between health authorities and tourists
- Coordinate and resolve tourist related issues between tourists and travel agents, safaris, guest houses, hotels, and resorts.
- Liaise between tourists and Maldives Immigration, Airports Company, Customs, and domestic transport providers.
- Liaise between tourists and airlines
- Liaise between tourists and tourist police

**Required qualifications:**

- G.C.E O'Level Standard or 2 year experience in related field.
- Fluent in English (written and spoken English)



**Added advantages:**

- Fluency in additional foreign languages
- Pleasant/outgoing personality
- Able to work long and odd hours
- Previous work experience in tourism field
- Interns worked / working at the Ministry of Tourism will be given preference

**Application closing time:** 30<sup>th</sup> August 2022, Tuesday at 14:00

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

- Interested candidates please email accredited and attested copies of your qualification, copy of ID card, Police report, passport size photo and CV to [jobs@tourism.gov.mv](mailto:jobs@tourism.gov.mv)
- For more information, please contact 3022225