

Job Opportunity

Post	Data Processing Officer	Reference	Tradenet-HR/J/2022/30
Employment Type	Project Based		
No of positions	20		
Term of Employment	Duration of the assignment is 4 (four) months from the commencement of work.		
Remuneration	Based on qualification and experience		
Scope of Work	As part of the One Service Maldives (OSM), Tradenet Maldives will be working closely with the partnering government agencies. The services of the government agencies will be gradually delegated to Tradenet Maldives according to an agreed format through a consultative and participative process. The Data Processing Officer will be working with a team designated by Tradenet and will report to a designated Supervisor assigned by Tradenet.		
Qualification & Experience	<ul style="list-style-type: none"> • Minimum GCE O' Level pass in 3 subjects or B-Tech graduate or MNQF Level 3 certificate. • Experience in a similar field will be an added advantage 		
Responsibilities	<ul style="list-style-type: none"> • Standardizing data by giving international standard classification codes to industry and occupation • Updating information to different databases • Obtaining further information for permits issued by contacting employers. • Carrying out administrative work related to registration, quota, work permit, regularization, repatriation, employment agencies provided by OSM partner agencies 		
Desired Skills	<ul style="list-style-type: none"> • Excellent listening, verbal, and written communication skills in Dhivehi and English. • Excellent data entry and typing skills. • Ability to handle stressful situations appropriately. • Pleasant personality with ability to work in teams, and individually, delivering results with minimum supervision in challenging circumstances. 		

Interested applicants are requested to email us your applications with the following documents before 1600 hrs on

07th September 2022 to careers@tradenet.com.mv

- Completed Job Application Form (<https://tradenet.com.mv/applicationform>)
- CV
- Scan of National ID card
- Scans of educational certificates
- Employment reference letters
- Police Report

Kindly note that only shortlisted candidates will be contacted for an interview.