



MINISTRY OF TOURISM
REPUBLIC OF MALDIVES

TO HIRE A TECHNICAL CONSULTANT – DOCUMENTATION AND PUBLICATIONS

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 documentation and publications of the Ministry.

Terms of Reference (TOR) for Individual Contractors

Scope of work: The Technical Consultant will work to inspire ideas and produce well-researched 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 Consultant – Documentation and Publications
Duration:	2 years
Working Hours:	06 Hrs per day (Official)
Place of Work:	Ministry of Tourism
Salary Per month:	MVR 20,000/-
Responsibilities: 1. Transcribe / Translate Tourism Law, related regulations, and documents. <ul style="list-style-type: none">• Dhivehi translation / transcription.• English translation / transcription.• Proofread translated documents.	

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



- Maintain a database of documents translated.

2. Produce and draft researched content for Maldives Tourism Bulletin

- Content creation for ministry's monthly magazine / the Maldives Tourism Bulletin.
- Study contemporary tourism issues and prepare content on trending issues.
- Interview tourism individuals for content write-ups based on people and personalities.
- Ensure quality of the content of the magazine.
- Maintain a database of the content and organize writing schedules to complete drafts of content within the deadline.

3. All other related tasks assigned by Ministry.

Required qualifications:

- Master's Degree or equivalent qualification in Tourism, Business, Communications, Journalism, English Language, or related field. (Certificates must be accredited by Maldives Qualification Authority).
- 3 years of work experience in a related field.

Application closing time:

22nd September 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, proof of experience (Reference letters) certificate, copy of ID card, and CV to the jobs@tourism.gov.mv
For more information, please contact 3022298



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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 / Assessment	20

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