

## JOB OPPORTUNITIES

We are looking for hardworking and dedicated individuals for the following post.

Post: **Secretary**  
No of Posts: 01  
Classification: Secretary Grade 01  
Salary: Mrf 2170/-  
Sections: Engineering Section  
Benefits: Overtime and Medical Allowance. **Staff training opportunities.**  
Qualification: G.C.E O'level 2 passes with minimum "D" grade and pass in SSC Dhivehi Examination with minimum "C" grade. GCE A 'Level pass is an added advantage.

Post: **Assistant Data Processing Officer**  
No of Posts: 01  
Classification: Assistant Data Processing Officer Grade 01  
Salary: Mrf 2330/-  
Sections: Admin and Finance Section  
Benefits: Overtime and Medical Allowance. **Staff training opportunities.**  
Qualification: 1-Minimum 4 years work experience in the position of data processing officer (Trainee) or  
2-Minimum 2 years work experience in the position of data processing officer (Trainee) or completed minimum 3 months training course in a related field.

\* Preference will be given who completed 2 years diploma course in computing.

**OTHER REQUIREMENTS**

Able to work long hours

Fluent in English and Dhivehi Language

Solid computer skills including proficiency in Word Processing, Excel Spreadsheets

Good Communication skills

Working Experience in a similar position is advantageous.

Interested applicants please submit your application with curriculum vitae and copies of educational certificates, school leaving certificate and copy of ID Card, addressed to:

ADMIN AND FINANCE SECTION

**MINISTRY OF CONSTRUCTION AND PUBLIC INFRASTRUCTURE**

IZZUDEEN MAGU, MALE' REPUBLIC OF MALDIVES.

TEL: 332 3234      FAX: 332 8300

**Application Deadline: Before 14:00hrs (31 July 2007)**