

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



مركز المعلومات الوطني

NATIONAL CENTRE FOR INFORMATION TECHNOLOGY

Ref no: (IUL) 164/1/2017/63

Date: 20th November 2017

SENIOR ADMINISTRATIVE OFFICER

INTRODUCTION

The National Centre for Information Technology (NCIT) wishes to hire **01 (One)** energetic, self-motivated, organized and enthusiastic Senior Administrative Officer.

OBJECTIVES

The objective of the hired person is to work as a team under NCIT's guidance to maintain day to day administrative works to run smoothly

DURATION

01 Year (Renewable based on performance)

KEY TASKS AND RESPONSIBILITIES

1. Provide comprehensive corporate secretarial services for the State Minister and the State Minister's Bureau.
2. Conduct the Executive Committee (Exco) meeting every week as per the instruction of the State Ministers Bureau.
3. Preparing agendas and meeting minutes of the Exco Committee.
4. Monitoring and Tracking of tasks assigned to Exco members and reporting back to the head of the State Ministers Bureau.
5. Researching documents and preparing reports and financial calculations.
6. Carryout other the administrative works of NCIT in relation to the works of the State Minister's Bureau.
7. Provide comprehensive corporate secretarial services to the Board, Committees and Directors.
8. Maintain quality service by following organization standards
9. Filing and maintaining of administrative and financial documents by computer systems and manually
10. All other tasks or activities required to fulfill the contractual obligations

MANDATORY REQUIREMENTS

EDUCATION

- Degree in Administration / Business Management

EXPERIENCE

- 02 years working experience in Administration or related field.

PERSONAL SKILLS & COMPETENCIES

- Must be fluent in Microsoft Word, Excel and Power point with ability to use English and Dhivehi formats of these software's.
- Researching skills and ability to provide solutions will be an added advantage.
- Strong commitment and willing to work outside normal working hours when required
- Strong flexibility and willingness to learn
- Strong interpersonal skills.
- Presentation skills.
- Ability to assess and communicate issues clearly.
- Strong problem-solving skills.
- Ability to work independently.
- Ability to undertake both technical and administrative works.

REMUNERATION

Basic Salary MVR 6,295/-

Service Salary MVR 4,203/25

WORKING HOURS

Full time: 8:00am – 2:00pm (if required 4:00 pm, time should be adjustable in order to achieve the objectives)

CONTENTS OF JOB APPLICATION

The job applications should comprise the following documentation and late submission of any of the documents will not be accepted:

1. Letter requesting for the job,
2. Copy of Identification Card,
3. Copies of academic certificates (Accredited and attested)
4. CV
5. Copies of reference produced by previous employers

Interested candidates please apply in writing with CV and copies of relevant certificates to:

National Centre for Information Technology
64, Kalaafaanu Hin'gun,
Male', Republic of Maldives
Phone: + (960) 334 4000/ Fax: (960) 334 4004

OR email to: jobs@ncit.gov.mv

Deadline: 29th November 2017, before 1330hrs