

## JOB OPPORTUNITY

We are currently looking for an experienced and professional to fill the following post.

<b>Post</b>	Assistant Manager (1)
<b>Department</b>	Business Development & Projects Department
<b>Basic Salary</b>	MVR: 10,500.00
<b>Other Benefits</b>	MVR : 2000.00 - Attendance Allowance  MVR : 1800.00 - Food Allowance  40 % of Basic – Professional Allowance  Retirement pension scheme – 7% of the basic salary will be contributed monthly on behalf of employee to the Retirement pension fund of the Maldives.
<b>Main Responsibilities</b>	Conduct research to find new business opportunities and new market potential.  Prepare business cases for new products and new projects.  Develop business growth strategies for the company.  Assist to prepare the Strategic Action plan of the company.  Research business opportunities and viable income streams.  Follow industry trends locally and internationally.  Seek new clients and projects.  Plan, execute, monitor and control new projects such a LPG gas pipeline.
<b>Educational Qualification</b>	(Bachelor's Degree/MNQF level 7) in equivalent field with 1 year's minimum work experience  <b>OR</b>  Advanced diploma in equivalent field with 3 year's minimum work experience  Age <b>18 - 45</b>
<b>Skills</b>	Capable of working independently and with minimum supervision.  Well-developed organizational skills with the ability to prioritize multiple assignments.

	<p>Good interpersonal skills with a proven ability to communicate effectively (both written and verbal) with all levels within the organization.</p> <p>Sound judgment and strong analytical skills in order to effectively resolve problems and flexibility to cope with rapidly changing environments.</p> <p>Logical approach to identifying and evaluating issues and problem solving.</p>
<b>Documents to be submitted</b>	<ul style="list-style-type: none"> <li>• Job Application Form (available from website &amp; Head Office counter) <a href="http://www.maldivegas.com">www. maldivegas.com</a></li> <li>• Copy of National ID card</li> <li>• Copies of relevant educational certificates</li> <li>• Reference letters</li> <li>• Police Report (only for shortlisted applicants)</li> </ul>
<b>Deadline</b>	<b>On or Before 1200hrs of 22nd September 2021</b>
	<p>Interested candidates are requested to send in their application with above mentioned documents to:</p> <p style="text-align: center;"><b>Human Resources Department</b></p> <p style="text-align: center;"><b>Maldiv Gas Pvt. Ltd</b></p> <p style="text-align: center;"><b>#2-21 S.T.O Trade Center, Orchid Magu, Male</b></p> <p style="text-align: center;"><b>Tel: 3335614, Fax: 3335615</b></p> <p style="text-align: center;"><b>E-mail: <a href="mailto:career@maldivegas.com">career@maldivegas.com</a></b></p> <p>Please note only shortlisted candidates will be contacted. Incomplete applications received without above- stated documents will not be contacted</p>