

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



MALDIVES IMMIGRATION
Republic of Maldives

TERMS OF REFERENCE FOR MEDIA ASSISTANT

1. SCOPE

- Engage and assist in all Media related works and initiate in activities to aware public and promote immigration services.
- Assisting in all the events carried out by Media, initiate in making creative posts for social media, gather information for magazines and fulfill administrative duties.
- Promoting Maldives Border Miles.

2. Overall Responsibility

The overall responsibilities of the consultant include, but are not limited to the following:

- Create distinctive contents based on immigration services to aware the public.
- Create content for social media and create press release ,news ,reports when required
- Assisting to create content for 'Maldives Border Miles'
- Assisting to advertise Maldives Border Miles.
- Assisting in capturing photos of special events and storing data accordingly.
- Work independently in performing job tasks.
- Plan future media campaigns to help maintain productivity and work flow. Work with other officers in an effort to help continually improve the performance of the team and develop quality products.

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3. MINIMUM QUALIFICATION REQUIREMENT

Diploma / Degree or minimum 2 years' experience in a related field. Preference will be given to candidates who meet the job skills and specification as mentioned below.

4. JOB SKILLS AND SPECIFICATIONS

- Work efficiently in teams
- Writing skills in both English and Dhivehi
- Acquainted with all social media platforms
- Verbal and communication skills
- Strong commitment and willing to work outside normal working hours when required
- Time management skills