

Ref No: IAS/MIS/2021-2174

Date: 22<sup>nd</sup> December 2021

Island Aviation Services Limited is wholly owned by the Government of Maldives and is the operator of the national airline of Maldives – Maldivian. IASL provides International and Domestic Airline related services and Airport Management Services.

## **ADMINISTRATIVE COORDINATOR (JOB REF NO: J/2021/108)**

**Scope of work:** Provide administrative support to GAN flying school staff and students to ensure smooth operation of the school and carryout daily administrative tasks of the GAN flying school.

**Qualification:**

- Minimum 3 passes in GCE O’level including English, Mathematics and Dhivehi

**Abilities / Skills**

- Pleasant personality
- Excellent time management skills
- Ability to multi-task and prioritize work
- Excellent written and verbal communication skills
- Able to collaborate and achieve results in a team environment
- Ability to learn and use the software used in the department and work independently
- Computer literate

**Location:** GAN Flying School

### **INTERESTED CANDIDATES FOR ABOVE POSITIONS SHOULD SUBMIT THE FOLLOWING DOCUMENTS:**

**Completed Application Form** (available to download from [www.maldivian.aero](http://www.maldivian.aero)) with Curriculum Vitae, Copies of Educational Certificates, National Identity Card and Police Report

No later than **1200hrs of 30<sup>th</sup> December 2021 (Thursday)** to:

Human Resources Department  
Island Aviation Services Ltd  
Dar Al-Eiman, Majeedhee Magu  
Male’, 20345 Republic of Maldives  
Email: [careers@iasl.aero](mailto:careers@iasl.aero)  
Phone: 3331292/3024705

**NOTE: Applications with inaccurate information, which do not meet the above requirements and which are incomplete will be disqualified.**

**Educational certificates acquired from overseas institutions must be accredited by MQA.  
(Only Maldivians will be accepted for the above position & only shortlisted applicants will be notified)**