

Ref No: IAS/MIS/2021-1756

Date: 09<sup>th</sup> November 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.

## **AIRPORT SERVICES AGENT (JOB REF NO: J/2021/71)**

### **Scope of work:**

- Ground handling operations related functions such as Check-in, Ramp handling, Baggage handling, Load control, Airport ticketing, Arrivals and Departures.

### **Qualifications:**

- Minimum GCE O' Level passes above C grade in 03 subjects including English & Mathematics

### **Requirements:**

- Pleasant personality
- Able to work long and odd hours
- Good communication skills
- Able to work in a team
- Computer literate

**Location:** Maldivian Ground Operations Department / Maafaru International Airport

## **TECHNICAL COORDINATOR (JOB REF NO: J/2021/72)**

### **Scope of work:**

We are looking for a master multi-tasker with excellent communication skills and an upbeat attitude. Candidate should be able to assist the department by;

- providing administrative support to functions of safety department
- coordinating with other departments of the Company
- managing Safety and Security database
- providing assistance in investigations and risk management

### **Qualifications:**

- GCE O' Level/A 'Level with minimum of Grade C in English, Mathematics and Dhivehi Language or Diploma in relevant field

### **Requirements:**

- Pleasant Personality
- Excellent time management skills
- Ability to multi-task and prioritize work
- Excellent written and verbal communication skills
- Able to work in a team
- Ability to learn and use the software's used in the department and work independently after training
- Computer literate

**Location:** Safety and Security Department / Velana International Airport

INVENTORY AGENT (JOB REF NO: J/2021/73)

Scope of work:

- Responsible for handling the material management responsibilities that include acquisition of the materials, items, etc. and its proper distribution.

Qualifications:

- Minimum GCE O' Level passes above C grade in 02 subjects including Mathematics

Abilities/Skills:

- Pleasant personality
Able to work under pressure and for long and odd hours
Possess excellent analytical and interpersonal skills
Ability to follow, apply, interpret and explain instructions and / or guidelines
Good communication skills and Computer literate
Able to work in a team

Knowledge:

- Proficiency in MS Excel is a must
Familiarity with Power Point and MS Word
Ability to follow, apply, interpret and explain instructions and / or guidelines

Location:

Facilities and Maintenance Department / Velana International Airport

(J/2021/74) -

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INTERESTED CANDIDATES FOR ABOVE POSITIONS SHOULD SUBMIT THE FOLLOWING DOCUMENTS: Completed Application Form (available to download from www.maldivian.aero) with Curriculum Vitae, Copies of Educational Certificates, National Identity Card and Police Report

No later than 1400hrs of 16th November 2021 (Tuesday) to: Human Resources Department, Island Aviation Services Ltd, Dar Al-Eiman, Majeedhee Magu, Male', 20345 Republic of Maldives. Email: 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 positions & only shortlisted applicants will be notified)