

The Maldives National University

Male', Republic of Maldives

Advertisement

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| No: MNU-HR/2024/105 | | Job Opportunity | |
| Date: 9 th June 2024 | | | |
| Designation: | Intern (Marketing) | No. of Vacancy | 02 |
| Work Site: | MNU Marketing Department, Central Administration (K. Male') | | |
| Wage: | MVR 60 per hour | | |
| Type: | Contract | | |
| Contract Duration: | 6 months | | |
| Working Hours: | <ul style="list-style-type: none">• Interns are expected to work 2- 4 hours between 12:30 pm to 17:30 on weekdays.• Required to be stationed at the office.• Works are mainly based on projects and tasks. | | |
| Qualifications and Experience: | <ul style="list-style-type: none">• Completion of Grade 10 or Certificate level 1, 2 or 3.• Ability to learn new technologies with minimal supervision.• Able to understand complex business processes.• Effective time management skills and ability to meet deadlines.• Basic knowledge of photography.• Basic knowledge of Adobe Creative software.• Be able to work under pressure and urgent requests. | | |
| Job Responsibilities: | <ul style="list-style-type: none">• Photography of meetings and events, including editing and posting on social media handles.• Graphic designing for various marketing materials.• Assisting in course promotion activities and events.• Assist in the creation and implementation of marketing strategies.• Support the marketing team in daily administrative tasks.• Assist in organizing promotional events and traditional or digital campaigns.• Conduct market analysis and research on competition.• Assist in the distribution of marketing materials.• Help with the preparation and delivery of marketing presentations.• Perform analysis of marketing data.• Seek and analyze competitor marketing material and digital content.• Create and maintain tracking reports of digital and traditional marketing efforts. | | |
| Skills: | <ul style="list-style-type: none">• Excellent verbal and written communication skills.• Good understanding of marketing principles.• Ability to multi-task and prioritize tasks.• Attention to detail.• Team player with a positive attitude. | | |
| Benefits: | <ul style="list-style-type: none">• Opportunity to gain hands-on experience in marketing.• Exposure to various aspects of marketing strategies and tactics.• Networking opportunities within the industry. | | |
| Application closing time: 11 th June 2024, Tuesday before 12:00 pm | | | |

How to Apply:

- Fill out the online form. Form link: <https://tinyurl.com/MNUHR-2024-105>
- Attach the required documents to the form in PDF format, combining all documents into one file in the below order, and click on submit.

Documents required:

- CV (including contact phone number and email address)
- Clear copy of ID (up to date)
- Copy of educational certificates and transcripts
- Employment letters from past employers and present employer, including the job title, job responsibilities, employment start date and termination date
- Reference letters by applicant's supervisors regarding applicant's work performance.
- Passport size photo

Notes:

- **This announcement is open for MNU Students only.**
- The applications will be processed after the application deadline.
- Applicants must submit all required documents mentioned in this announcement.
- Candidates who were not selected for the post will be informed after the interview.

For more information, please contact us at 3345136 or email to hr@mnu.edu.mv.