



**AVID COLLEGE**  
ESTABLISHED IN 1985

## JOB OPORTUNITIES

**Reference no:** AC/AN/20/001

**Date:** 17 October 2020

*Avid College is Inviting interested candidates to apply for the following posts at Avid College Diamond Campus*

### REGISTRATION OFFICER

<b>Vacancy Type:</b>	<i>Full-time</i>
<b>No.of Vacancies:</b>	<i>01 (one)</i>
<b>Salary and other allowances:</b>	<i>Negotiable</i>
<b>Department:</b>	<b>Registrar's Office</b>
<b>Qualification:</b>	<i>Minimum of a Diploma or Equivalent Qualification in a related field</i>
<b>Work Experience and Other:</b>	<ul style="list-style-type: none"> <li>- <i>Experience in a relevant field will be an added advantage.</i></li> <li>- <i>Fluent in both written and spoken English and Dhivehi Language.</i></li> <li>- <i>Excellent in Microsoft Programs</i></li> <li>- <i>Able to work on long and odd hours</i></li> </ul>

### MARKETING OFFICER

<b>Vacancy Type:</b>	<i>Full-time</i>
<b>No.of Vacancies:</b>	<i>01 (one)</i>
<b>Salary and other allowances:</b>	<i>Negotiable</i>
<b>Department:</b>	<b>Marketing Department</b>
<b>Qualification:</b>	<i>Diploma or A' Level 3 passes or equivalent</i>
<b>Work Experience and Other:</b>	<ul style="list-style-type: none"> <li>- <i>Experience in a relevant field will be an added advantage.</i></li> <li>- <i>Fluent in both written and spoken English and Dhivehi Language.</i></li> <li>- <i>Able to communicate with media</i></li> <li>- <i>Excellent in Microsoft Programs, Corel Draw and Photoshop</i></li> <li>- <i>Able to work on long and odd hours</i></li> </ul>

### IT & OPERATIONS OFFICER

<b>Vacancy Type:</b>	<i>Full-time</i>
<b>No.of Vacancies:</b>	<i>01 (one)</i>
<b>Salary and other allowances:</b>	<i>Negotiable</i>
<b>Department:</b>	<b>IT &amp; OPERATIONS OFFICER</b>
<b>Qualification:</b>	<i>Diploma or A' Level 3 passes or equivalent</i>
<b>Work Experience and Other:</b>	<ul style="list-style-type: none"> <li>- <i>Experience or knowledge in IT field.</i></li> <li>- <i>Can communicate in English and Dhivehi Language</i></li> <li>- <i>Able to work on long and odd hours</i></li> </ul>

*Candidates may submit their Certificates and Documents with ID card via the **Google form** below on or before 20:00 hrs. of 25<sup>th</sup> October 2020.*

<https://forms.gle/A5xmjLTNqHKcuhV9>

Tel: 3306768