



AVID COLLEGE  
DIAAMOND CAMPUS

## JOB OPORTUNITIES

Reference no: AC/AN/20/002

Date: 28<sup>th</sup> 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>	Full-time
<b>No.of Vacancies:</b>	01 (one)
<b>Salary and other allowances:</b>	Negotiable
<b>Department:</b>	<b>Registrar's Office</b>
<b>Qualification:</b>	Minimum of a Diploma or Equivalent Qualification in a related field
<b>Work Experience and Other:</b>	<ul style="list-style-type: none"><li>- Experience in a relevant field will be an added advantage.</li><li>- Fluent in both written and spoken English and Dhivehi Language.</li><li>- Excellent in Microsoft Programs</li><li>- Able to work on long and odd hours</li></ul>

### MARKETING OFFICER

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

### IT & OPERATIONS OFFICER

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

Candidates may submit their Certificates and Documents with ID card via the **Google form** below on or before 20:00 hrs. of 05<sup>th</sup> November 2020.

<https://forms.gle/A5xmjLTNqHKcuhV9>

Tel: 3306768