HA. Ihavandhoo Council

Haa Alif Atoll, Republic of Maldives

Vacancy Announcement: Administrative Officer

Ref: HC/HR/2026/03

HA. Ihavandhoo Council is looking for a motivated person to join the Council Secretariat as Administrative Officer (Grade SS3).

Position summary

Position	Administrative Officer
Section	Council Secretariat
Employment type	Permanent, full time, 3-month probation
Salary	MVR 9,500 basic + island allowance + service allowance
Closing date	12 November 2026, 14:00

Main duties

- Prepare correspondence, notices and meeting records for the Council.
- Maintain the Council filing and records system, including digital archives.
- Receive and direct public enquiries and service requests.
- Support the preparation of agendas, minutes and quarterly reports.

Requirements

- Higher Secondary Certificate with a minimum of two years of relevant experience, or a Diploma in Administration or Business.
- Good written and spoken Dhivehi and English; proficiency in office software.
- Resident of HA. Ihavandhoo is preferred.
- Police clearance report and a character reference.

How to apply

Submit the Council job application form together with copies of your ID card, certificates, CV and two references to the Council Secretariat. Only shortlisted candidates will be contacted for an interview. HA. Ihavandhoo Council is an equal opportunity employer.

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