

60-ADM/2010/125

DATE: 11th July 2010

JOB OPPORTUNITY

STO is looking for a young, dynamic and career oriented individual to join our Finance Team for the following post:

Post	Officer
No of positions	1
Department	Finance Department
Remuneration details	<ul style="list-style-type: none">• Basic Salary range: Rf 4350 – Rf 5100 (Depending on qualification and experience)• Fixed Allowance range: Rf 1350 – Rf 1950• Overtime and extra working days allowance• Technical and Professional Allowance (If eligible)• Health Insurance• STO Provident Fund
Responsibilities	<ul style="list-style-type: none">• Handle all the secretarial works for CFO• Coordinate and arrange meetings and other schedules for CFO• Maintain the records of all documents received to the department• Monitor and keep a proper records of the dispatched documents to the relevant departments• Maintain a proper filling of the documents received• Handle administrative works of the department
Education Qualifications	<ul style="list-style-type: none">• A' Level (Pass in English, Mathematics & Dhivehi)
Other requirement	<ul style="list-style-type: none">• Good in written and oral communication , both English and Dhivehi• Good in computer skills• Working experience in a related field will be an added advantage

Interested applicants please send us your applications with a complete CV, copies of educational certificates and copy of ID card before **1600hrs on 20th July 2010** to:

State Trading Organization Plc (Head Office), Boduthakurufaanu Magu, Male', Maldives

Tel: 3344273, 3344203 Fax: 3344341

* Application forms will be available from STO Head Office reception:

http://www.stomaldives.com/pdf/job_application_form.pdf

** Only shortlisted candidates will be called for an interview*