



Reference Number: 188-HRS-IUL/2022/75
Date: 17th September 2022

Terms of Reference

Position

Information Technology Intern

Duration

At-will employment. Performance monitored weekly. Contract renewed based on performance at the end of each calendar year.

Background

The Civil Service Commission of Maldives is looking to hire an energetic, self-motivated, organized and enthusiastic Information Technology Intern. The objective of the Information Technology Intern is to work with the Information Technology team at the Civil Service Commission.

Reporting Relationships

Information Technology Development Intern will report directly to the Director General of Information and Communication Technology, or a person assigned by the Director General of Information and Communication Technology.

Scope of Work

- Assist and contribute to the information technology team at the Civil Service Commission of the Maldives.



Qualification

- Completed O'Level with Computer Science

Working Hours

- Commission official working hours. Currently from 8:00 am to 3:00 pm on government working days.
- In special cases, will have to work extra hours at the office, or at home as work from home approved by supervising staff.

Remuneration

Salary: Calculated from minimum wage amount 33.65 per work hour.

(Eg: 33.65 per work hour, 8 hours a day, 5 days a week, 4 weeks a month, would total to MVR 5,384 as salary that month.)

Selection Criteria

Criteria	Points
Qualification	50%
Interview	50%

Contents of Job Application

The job application should comprise the following documents and late submission of any of the documents will not be accepted:

- Application form requesting for the intern post,
- Copy of identification card,
- Copies of academic certificates,
- CV (Optional),
- Portfolio of work completed (Optional),



Civil Service Commission
Republic of Maldives



- Copies of reference letters by previous employers (Optional)

Further information

For more information please contact +(960) 3307 357 or email to hr@csc.gov.mv

In the context, Civil Service Commission invites interested candidates to send application, along with relevant documents to:

Civil Service Commission, Majeedhee Magu, Male', 20040, Republic of Maldives.

Or email to hr@csc.gov.mv

Deadline

- 22nd September 2022 (Thursday) before 23:59 Hrs