



Reference Number: 188-HRS-IUL/2022/64  
Date: 7<sup>th</sup> August 2022

## Terms of Reference

### Position

Information Systems 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 Systems Development Intern. The Information Systems department is the section in charge of developing and maintaining all the information systems of The Civil Service Commission of the Maldives.

### Reporting Relationships

Information Systems 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 systems 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.

## 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),
- Copies of reference letters by previous employers (Optional)



**Civil Service Commission**  
Republic of Maldives



## Further information

For more information please contact +(960) 3307 358 or email to [hr@csc.gov.mv](mailto: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](mailto:hr@csc.gov.mv)

## Deadline

- 14<sup>th</sup> August 2022 (Sunday) before 23:59 Hrs

