



Reference Number: 188-HRS-IUL/2022/68  
Date: 15<sup>th</sup> August 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 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

- 22<sup>nd</sup> August 2022 (Monday) before 23:59 Hrs

