



Reference Number: 188-HRS-IUL/2023/4  
Date: 14<sup>th</sup> January 2023

## Terms of Reference

### Position

Information Systems Intern

### Duration

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

### Background

The Civil Service Commission of Maldives is looking to hire an energetic, self-motivated, organized and enthusiastic staff to contribute to the information systems team at the civil service commission. The objective of the staff is to assist Information Systems Section staff of the Civil Service Commission in their work.

### Scope of Work

The objective of the staff is to assist Information Systems Section staff of the Civil Service Commission in their software development work

### Reporting Relationships

He / She 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.

### Qualification

- Completed O'Level with Computer Science



## Scope of Exam

- Flow Diagram
- Use Case
- Use Case Diagram
- Activity Diagram
- Class Diagram
- Entity Relationship Diagram

## Remuneration

MVR 50 per work hour.

## 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.

## Selection Criteria

Criteria	Points
Qualification	30%
Interview	50%
Test	20%



## 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)

## Further information

For more information please contact (+960) 7598991 and (+960) 3307 357 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

- 26<sup>th</sup> January 2023 (Thursday) before 23:59 Hrs