



UNITED STATES MISSION, MALDIVES

Transportation and Visit Support Clerk (Female/Male)

The U.S. Embassy in Maldives is seeking eligible and qualified applicants for the position of Transportation and Visit Support Clerk.

The incumbent oversees Post's motor pool including monitoring the use and maintenance of motor vehicles. Also responsible for customs and immigration assistance for USG (United States Government) personnel and other official travelers, expedites the customs clearance and other host government approvals of importation and exportation of household and personal effects (HHE), privately owned vehicles (POV), unaccompanied baggage (UAB), and U.S. Government equipment and supplies for the Department of State and other agencies under Chief of Mission authority. Coordinates Management support for visitors.

The work schedule for this position is: Full Time - 40 hours per week.

The monthly gross salary for this position will be MVR. 14,895.25 – MVR. 22,342.83

Qualifications Required:

- 1. Education** - Completion of Secondary Education is required. [Completion of Secondary School Certificate (SSC) and G.C.E. O/Level] (*Candidate must attach copies of relevant educational certificates*).
- 2. Prior Work Experience** - One year of experience in the travel industry, government, hospitality, or transportation sectors (for example, work for international airlines, hotels, airport operations, or travel agencies) is required (*Candidate must attach copies of relevant service/work experience certificates*).
- 3. Language Proficiency** -
 - Good working knowledge in Speaking, Reading & Writing English is required (*This may be tested*).
 - Good working knowledge in Speaking, Reading & Writing Dhivehi is required.
- 4. Job Knowledge** -
 - Knowledge of host country motor vehicle practices, traffic laws, vehicle licensing, registration and procedures.
 - Knowledge of host country streets, traffic patterns and commonly visited locations.
 - Knowledge of vehicle maintenance and budget planning.
- 5. Skills & Abilities** -
 - Must have good leadership, technical, and administrative skills.
 - Basic keyboard skills and skills in Microsoft Word, Excel, and Outlook application.

How to Apply:

Please visit our website <https://mv.usembassy.gov/jobs/> to submit your applications through Electronic Recruitment Application system [ERA]. Before you continue with the application process, please carefully read the instructions available on our website.

Required Documents:

To apply for this position applicants **must electronically submit copies of the documents listed below** along with the electronic application, to be considered for employment. Failure to do so may result in a determination that the applicant is not eligible and qualified.

- Relevant Educational Certificates (SSC Certificate and G.C.E. O/L Certificate)
- Relevant Service/Work Experience Certificates
- Proof of Citizenship (National Identity Card/Passport and/or Work Permit)

PAPER OR E-MAILED APPLICATIONS ARE NOT ACCEPTED

Your application should reach us **on or before September 23, 2026.**

Please note, only shortlisted candidates will be contacted.