



Universal
Enterprises

JOB VACANCY

Universal is looking for an energetic and enthusiastic individual with a positive attitude to join our team as;

Honorary Consul Assistant

No. of Vacancy: 01

KEY DUTIES / RESPONSIBILITIES

- Acting as first point of contact for Embassy visitors requiring consular services.
- Providing information and assisting with visa applications.
- Processing and checking a wide variety of consular related applications from various embassies
- Interacting with different consular countries citizens in need of assistance.
- Communicate and consult with Maldivian Ministries and authorities on administrative and consular matters.
- Perform secretarial and clerical duties.
- Managing the schedule of the Assistant to the Board of Directors, including the management of invitations, and the meeting schedule.
- Management of travel arrangements for Directors and Assistant to the Board of Directors.
- Maintains Honorary Consulates databases, primarily contacts

REQUIREMENTS

- GCE O' level "A" or "B" pass in English and Mathematics
- Minimum ONE year in PA related field preferred
- Excellent English communication and interpersonal skills
- Good computer knowledge
- Flexible to work with multi nationals
- Should be able to Travel when required
- Knowledgeable in government office's procedures

Application Deadline: 29th March 2026 before 1400hrs

(Only short-listed candidates will be notified)

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