BE A PART OF THE NATIONAL AIRLINE

REF NO: IAS/MIS/2026/1700 **DATE:** 01st November 2026

FLIGHT DISPATCH COORDINATOR

FLIGHT OPERATIONS DEPARTMENT

JOB REF NO: JA/2026/102

Job Scope:

- Assist with the planning and execution of flight paths.
- Monitor Aircraft arrival and departure times and adjust schedules when there are delays.
- Maintaining the aircraft schedule to ensure they meet airport and airspace regulations.
- Calculating how much fuel is required for the weight of the aircraft and distance of the journey.
- Providing pilots with alternative flight plans in case of an emergency.
- Communicating with the aircraft Commander to solve any issues that may arise on a flight.
- Liaise with the ground operations personnel and maintenance engineers to ensure that various tasks, including refueling and other servicing, have been completed.
- Signing dispatch release forms to provide authorization for aircraft flight.
- Prepare flight paperwork for crew and ensure they receive it.
- Preparing flight plans containing information about the conditions, maximum allowable takeoff plan, weather conditions, and other information vital to the safe completion of a flight.
- Work alongside the flight Commander to authorize the dispatch of aircraft.

Job Criteria:

- Minimum 3 Passes in GCE O'Level excluding Dhivehi and Islam OR a Diploma or a higher qualification.
- Preference will be given to candidates who hold or have held a dispatch license, OR who have completed a Bachelor's degree in a STEM field.

Benefits:

- Health Insurance for staff and dependent as per Corporate Health Insurance Policy
- Rebated tickets on Company Airline services as per policy
- Credit facility enrolment from selected institutions
- Discounts from selected vendors

  *Terms and conditions of company health insurance policy applies

Location:

- Flight Operations Department / Velana International Airport

Deadline for Applications: 1400 hrs on 08th November 2026

Note:

* Educational certificates must be accredited by MQA, if acquired from an overseas institution.
* **Only Maldivians** will be accepted for the above position and only shortlisted candidates will be notified.
* Inaccurate/incomplete and applications that do not meet the above requirements will be disqualified.
* Interested candidates may apply through our online job portal by visiting Maldivian website (careers.maldivian.aero).
* For additional enquiries, please contact 3331268 or 3331292.