



BAR COUNCIL OF THE MALDIVES

POSITION DESCRIPTION

Title: Operations In-Charge
Workstation: Bar Council of the Maldives
Contractual term: 3 months
No. of vacancies: 1

SALARY AND BENEFITS:

- Monthly salary:
 - Basic Salary: MVR 10,500/-
 - Service Allowance: MVR 6000/- and
 - Phone Allowance: MVR 500/-
- Benefits: Successful candidate will receive Pension contribution

OVERALL RESPONSIBILITIES

Responsible for the successful execution of the bar exam operation.

SPECIFIC RESPONSIBILITIES

1. Responsible for day-to-day operations of the Bar Exam operation functions including the recruitment, training, management and deployment of operation and invigilation team across various exam centres;
2. To undertake all other examination preparation arrangements including the distribution of examination timetables to examinees and the setting up of examination venues including the registration, payment process, procurement of operational stationaries and materials etc.;
3. Ensure all examination papers and stationery are delivered safely to the exam centres, being responsible for their strict security, while ensuring the correct and secure collection and administration of examination scripts, digital exam data, maintaining confidentiality throughout the process.

Minimum Qualifications / Work Experience

- A bachelor's degree in law OR a master's degree qualification in management, administration, or a related field, WITH work experience in exam operation, program implementation OR a related field.
- Previous experience in implementing exam administration and operation will be an added advantage.

Desired Skills and Competencies

- Excellent analytical and quantitative skills with computer proficiency.
- Excellent and effective communication skills, including the ability to prepare and analyse reports; and deliver presentations, making and defending recommendations.
- Excellent organizational, time management, and strong interpersonal skills with strong leadership.
- A high level of self-motivation, organization, flexibility, and solid judgment and interpersonal skills.
- Ability to multitask, to work flexibly, and meet tight deadlines.
- Attention to detail and proven ability to work independently and effectively with minimum supervision.
- Demonstrated ability to undertake administrative and logistical tasks, follow procedures, and adhere to regulatory requirements.

Application Documents:

The following documents must be submitted to humanresources@maldivesbarcouncil.org, on or before **15:00hrs on 6th November 2022**.

1. Cover letter;
2. CV;
3. Copies of academic certificates;
4. Evidence of work experience; and
5. ID card/ passport copy.