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පිටපත් අංකය: 198-F/2022/187

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17 ඔක්තෝබර් 2022 වර්ෂයේදී 14:00 ට දිනපතුව ලබා දීමට
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TERMS OF REQUIREMENT FOR A MANAGEMENT SPECIALIST FOR THE SUPREME COURT OF THE MALDIVES

A. Background

On 7 August 2008, the Republic of Maldives adopted a constitution that enshrined in it the principle of separation of powers, whereby the judicial powers were separated from the executive branch of the State. Following the promulgation of the new constitution, the current Supreme Court of the Maldives was established in 2008. The Supreme Court is the final court of appeal in the Maldives and exercises appellate jurisdiction over decisions of the High Court. There are seven judges of the Supreme Court including the Chief Justice of Maldives. The Supreme Court is the final authority on the interpretation of the Constitution, the law, or any other matter dealt with by a court of law.

An effective justice system plays a crucial role in upholding the rule of law. As the highest court, the Supreme Court is a key agent in contributing to an effective justice system and upholding the rule of law. Enhanced administration of the Supreme Court will contribute to the smooth functioning of the judicial affairs of the Court.

In view of the existing needs of the Supreme Court to enhance its management functions, the Department of Judicial Administration is seeking a management specialist to provide strategic support and manage the operations of Supreme Court effectively and efficiently.

B. Duties and Responsibilities

1. Lead and manage the team to promote an environment of management excellence, staff well-being for the Supreme Court of the Maldives

- Oversee the work of the senior management teams, including finalizing and monitoring the progress of the annual activity plan of the Court
- Contribute to the process of strategic planning, budgeting and procurement and the management of financial resources
- Provide operational support to ensure effective functioning of the Court
- Lead business process mapping and establish internal standard operating procedures to simplify and reduce duplication of work, maximize efficiencies and ensure compliance to rules and regulations
- Oversee and monitor implementation of corporate systems, including across budgeting, finance, HR policies, procurement, ICT and ensure adequate training of staff on these issues;
- Lead by example, and manage the performance of the staff under supervision, provide managerial direction and guidance, mentoring and coaching support to the staff



2. Provide advisory and specialized technical support on the strategic direction of the office

- Advise and guide the Chief Justice and Justices of the Supreme Court on strategic areas to ensure effective and timely administration of justice and oversight on operational issues
- Serve as a member of the Senior Management team and work closely with the department and section heads and provide comprehensive advice and support to the them;

5. Oversee planning, expenditure and auditing of financial resources

- Ensure strategic and efficient management of financial resources
- Lead the financial oversight management, monitoring and reporting of the Court budget
- Work closely with the Department of Judicial Administration on audit processes, including preparation and follow up and take corrective action as appropriate on audit findings and recommendations;
- Strengthen and oversee risk management oversight modalities to increase organizational performance and strengthen internal control

8. Oversight of procurement and administration processes for the Court

- Oversee the management of procurement of goods and services for the Court
- Ensure the procurement processes are complying with rules and regulations

C. Key Performance Indicators:

- Timely and quality provision of strategic support and advice to the Chief Justice on overall administration of the Court
- Timely and quality delivery of the Court operations including planning, expenditure and auditing of financial resources
- Finance, procurement, administration and ICT services are provided in compliance with rules, regulations and policies
- Quality management of the senior management team
- Office has a reliable ICT infrastructure environment

D. Competencies

a. Core Competencies:

- Accountability
- Creative Problem Solving
- Effective Communication
- Inclusive Collaboration



- Stakeholder Engagement
 - Leading by Example
- b. Functional Competencies**
- Excellent knowledge of operation, finance, procurement, human resources, ICT, and security systems and processes,
 - Ability to develop detailed operational plans, budgets, and deliver on them
 - Strong analytical skills and ability to synthesize performance data and produce analytical reports to inform management and strategic decision-making
 - Strong leadership skills, ability to create and enabling work environment
 - Ability to lead business processes re-engineering, implementation of new systems (business side), and affect staff behavioral/ attitudinal change;
 - Ability to handle confidential information;
 - Strong negotiation skills;
 - Excellent IT skills.

E. Institutional Arrangement

Management Specialist is expected to work at Supreme Court of Maldives and will report directly to the Chief Justice of Maldives.

F. Duration of the Work

The contract is for a period of 12 months (21 working days per month) with possibility of extension depending on availability of funds and performance of the functions in this TOR.

G. Leave entitlements

The Management Specialist would be entitled to 10 days of Family Responsibility Leave during the one-year contract period.

H. Required Skills and Experience

A. Education and certification:

- Master's degree or equivalent in Business Administration, Public Administration, Finance, HR, or related field is required.
- A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

B. Experience:

- At least 10 years of progressively responsible experience in office management, operations or/and finance is required;



- Experience coordinating with partners and stakeholders;
- Experience of using multiple office software packages, experience in handling of web-based management systems and ERP systems

I. Remuneration

Interested party is required to submit a financial proposal for this work.

Should the quoted fee exceed the allocated budget, Department of Judicial Administration shall conduct negotiations on the quoted fee in the financial proposal. Negotiations shall be conducted with the recommended bidder, after the conclusion of the evaluation process.

J. Recommended Documents;

Interested candidates should submit;

- A letter of interest
- Detailed CV
- Educational certificates
- Experience letters
- Financial proposal

K. Schedule of payment: The management specialist will be paid on a monthly basis.

