



Ministry of Economic Development  
Republic of Maldives

## Terms of Reference

Employment Services Executive for delivering the Labour and Employment Mandate

November 2022

## **Introduction**

The Ministry of Economic Development has been entrusted to undertake the policy and programmatic responsibilities relating to labor and employment. These include but are not limited to the following specified below;

1. Undertaking national skills development needs analysis;
2. Designing and implementing policies alongside other government agencies, to ensure that the national human resources are gainfully employed;
3. Develop and support implementation of training and upskilling of national human resources;
4. Identifying skills shortages in the local economy and implement appropriate policies to fill the gaps with foreign labor;
5. Implementing appropriate policies & systems to manage foreign labor alongside other government agencies;
6. Ensuring policies and programs are in place to minimize the incidence of malpractices such as human trafficking; and
7. Establish a framework to help the country comply with its international obligations relating to labor and employment.

In order to effectively execute the above-specified responsibilities, the Ministry of Economic Development (MED) is seeking the services of 3 (three) individual Employment Services Executives to oversee, advise and ensure the smooth functioning of the Labor and Employment mandates.

## **Terms of Reference**

The Employment Services Executives are expected to work alongside the MED team on the following areas:

1. Steer the delivery of government targets relating to labour and employment;
2. Advice the Minister on labour employment policy analysis, formulation and implementation;
3. Oversee and monitor all labour and employment-related functions under the Ministry to ensure adherence to the enacted labour laws and regulations;
4. Supervise and ensure the timely execution of all labour and employment-related services to meet the specified deadlines;
5. Identify persisting bottlenecks in the existing workflows and propose process refinements aligned with effective rollout and implementation of labour and employment policies;

6. Provide technical input in developing Active Labour Market Policies (ALMPs) tailored to address key challenges in the Maldivian Labour market;
7. Assist in the development and enhancement of labour and employment-based systems at the policy-level; and
8. Organize and steer the work of labour and employment related committees and councils.

### **Qualification**

1. The applicant must hold a Bachelor's Degree in Social Sciences/Bachelor's Degree in Law and must demonstrate a good command of knowledge in the area of labour and employment.
2. Experience in the government will be an added advantage

**Duration of Service:** 12 calendar months

**Working hours:** 0800 - 1600hrs, weekdays

The selected applicant may be required to work outside of the above working hours occasionally during the term of the consultancy.

**Remuneration:** Rf 25,000 per month (inclusive of all benefits)

### **Recruitment process**

Interested applicants are required to submit their CV, accredited and attested certificates and other relevant information demonstrating his/her experience in the area. Please note that only shortlisted applicants will be invited to interview for the vacancy.