



Ministry of Health
Male', Maldives

Human Resource Consultant (National)

Expertise:	Human Resource Management Consultant (MS3 Level)		
Expertise Group:	Human Resource Management		
TOR Keywords:	Human Resource Management, Health Human Resources.		
Objective and Purpose of the Assignment:			
<p>The selected candidate will directly work under the Project Manager as the Human Resource Management Consultant of the Project Management Unit (PMU). The purpose of the assignment is to carry out the human resource contracting and management of the contracts under the newly approved US \$ 10 million grant project, the Responsive COVID-19 Vaccination for Recovery Project under the Asia Pacific Vaccine Access Facility.</p>			
Scope of Work:			
<p>The Human Resource Management Consultant will follow ADB Procurement guidelines, rules and regulations and will work in the Project Management Unit (PMU). The tasks will need to be carried under the guidance of the Project Manager and the Project Director and in close collaboration with the relevant units of the Ministry of Health.</p> <p>The Human Resource Management Consultant will report to the Project Manager.</p>			
Detailed Task and/or Expected Output:			
<p>The Human Resource Management Consultant will be:</p> <ul style="list-style-type: none"> Responsible for all project's consultant contracts including both the long-term full-time consultants to the MOH and the technical consultants hired to the PMU to support the implementation of the project. Lead the hiring process of the long and short (intermittent) term consultant contracts, complying with the ADB and Government of Maldives guidelines / Ministry of Finance regulations on hiring and management of consultants. Prepare all necessary documentation required for hiring of consultants in close collaboration with the Procurement Specialist of the PMU. Prepare Individual Contract Award Letters / and Contractual Agreements. Manage all individual contracts and carry out regular verification of claims to ensure any non-compliance of individual contract management Any other tasks related to human resource management as designated by the Project Manager and Project Director. 			
Minimum Qualification Requirements:			
<p>The consultant should have</p> <ul style="list-style-type: none"> a post-graduate degree in Human Resource Management or related field and at least 5 years of experience in working in reputed organizations; and at least 3 years of experience in undertaking Human Resource Management related activities in national / international projects is an advantage. Experience of working in donor funded projects (ADB, World Bank, JICA) will have an added advantage. 			
Minimum General Experience	5	Years	
Minimum Specific Experience (relevant to assignment)	3	Years	
Regional/Country Experience Required			
Deliverables	Estimated Submission Date		Type
Implementation Report	Monthly		Report
Time Sheet	Monthly		Report
Schedule:			
City and Country	Est. Start Date	Est. End Date	Other Details
Home Office, Male'	January 2023	Q4, 2025	
Full Time – 40 hours a week, for 36 months			