

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



Ministry of Economic Development
Male',
Republic of Maldives

Support People's Livelihoods in the Fishery Sector in Maldives through Sustainable Energy Project

Term of Reference and Scope of Services for Project Officer (Local)

1. Background

The Government of Maldives (GoM) through the support of the Islamic Development Bank (IsDB) are implementing the *Support People's Livelihoods in the Fishery Sector in Maldives through Sustainable Energy Project* to upscale up to 200 fishing vessels in the Maldives.

The objective of the project is to contribute to achieving the Policy 5: Increase profitability from fishery activities ('Hama Agu' Policy) of the country's Strategic Action Plan (SAP) for 2019-2023, in particular the Strategy 5.2: Promote and facilitate access to technologies and techniques to increase profitability, improve catch quality, and reduce postharvest losses.

Through this project, interested and eligible fishing vessels will receive the required support to extend the duration of time fish can be stored through the installation of refrigerated sea water systems (RSW), to adapt renewable energy solutions through the installation of solar PV plants and to find new and more lucrative market opportunities through the enhancement of market linkages.

In order to implement the activities of the project and achieve its object, a Project Management Unit is established at the Ministry of Economic Development. As part of the PMU strengthening process, the Ministry of Economic Development wishes to contract services of a Project Officer.

2. Objectives

The Ministry of Economic Development wishes to hire a Project Officer who will support the Project Manager and Project Coordinator to manage the captioned project as per the objectives defined and agreed by IsDB and the Government of Maldives, whereby establishing the mechanism to improve efficiency and transparency in the delivery of the outcomes of the Project.



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3. Scope of Services

The work of the Project Officer will include the following tasks, among others:

- Assist the Project Coordinator and other members of the PMU in day-to-day management and oversight of project activities
- Ensure all project documentation regarding the project activities are properly maintained in hard and electronic copies in an efficient and readily accessible filing system
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc
- Assist in preparing progress reports and other project management reports
- Provide receptionist services including answering calls and inquiries
- Assist project staff in arranging trips and other programmes and events
- Assist Project Coordinator and other members of the PMU in carrying out their duties and support project team in all issues related to project administration
- Assist the team for collecting information/data from field for documentation and reporting purposes;
- Provide support to other line agencies for effective and efficient implementation of project activities
- Maintain agendas for project meetings and keep track record with regard to scheduled meetings, reporting deadlines, keeping minutes etc
- Carry out other tasks and responsibilities of similar nature to those listed above as determined from time to time by the implementing agencies and Project Coordinator

The Project Officer works in close collaboration with the Ministry as well as Project staff for the effective achievement of results, anticipating and contributing to resolving complex programme/ project-related issues and information delivery.

4. Reporting Obligations

Project Officer will be stationed at the Ministry of Fisheries, Marine Resources, and Agriculture. The Project Officer shall report to the Project Manager or other party assigned by the Project Director.



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5. Required Expertise and Qualifications

The Project Officer should have:

- Bachelor's Degree in Social Science, Business or Administration or any programme in a relevant field with at least 3 years of relevant work experience
- Masters in Social Science as academic background with other fields is preferred.
- Previous experience to manage projects, and prepare essential management reports will be an added advantage.
- Possess analytical, administrative, and computer skills in spreadsheets and any other application.
- Experience and technical experience in previous projects will be an added advantage
- Effective interpersonal, management and negotiation skills proven through successful interaction with stakeholders, including senior government officials, regional/local authorities,
- Demonstrated ability in team management and collaboration
- Fluency in English and Computer literacy

6. Contract Duration

This is a 1-year contract. Upon signing of the contract, 3 months shall be counted as the probationary period. The contract shall be renewed based on performance, need, and funding. This contract is expected to commence in **February 2023**.

7. Remuneration

The Project Officer will be paid a gross pay of MVR 19,500 per month.

8. Required Documents

Interested candidates must submit the following documents/information to demonstrate their qualifications, experience, and responsiveness to this TOR.

- Expression of interest letter
- Educational certificates
- Letters stating your work experience
- Curriculum vitae indicating all experience from similar jobs



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9. Expression of Interest Application Submission

Interested applicants may obtain further information at the address below during office hours 08:00 to 14:00hours (local time). Your applications are to be sent to this same address.

Niushad Saeed, Project Director
Ministry of Economic Development, 11th Floor, Velaanaage, Ameer Ahmed Magu
Telephone: +960 332-3668
Fax: +960 332-3668
Email: recruitment@trade.gov.mv
Website: <https://www.trade.gov.mv/>

Applications must be delivered in a written form to the address below (in person, or by mail, or by fax, or by e-mail) by **20th February 2023.**