

Terms of Reference – Head of Projects

Invest Maldives established under the Ministry of Economic Development, is the lead Government agency for promoting foreign investments and for the management of strategic economic development projects. The Head of Projects will work in the Projects Directorate under Invest Maldives.

Key Responsibilities

The Head of Projects will lead the Projects Directorate in undertaking the following:

1. Manage and coordinate strategic infrastructure projects and PPP projects undertaken by Invest Maldives.
2. Coordinate with all the relevant project stakeholders effectively throughout the project life cycle.
3. Steer the delivery of government targets relating to the preparation, coordination and management of strategic infrastructure and PPP projects.
4. Provide advice on policy analysis, formulation and implementation of economic infrastructure projects, PPP projects and investments.
5. Review project documentations submitted by consultants/contractors/investors.
6. Review and analyze structural designs and drawings submitted by relevant stakeholders.
7. Prepare project concept papers, information memoranda, project proposals, implementation/work plans, progress reports, project reports, tender documents, employer's requirements and other documentation related to projects.
8. Create and maintain comprehensive project documentation.
9. Ensure effective risk management to minimize project risks.
10. Advising on procurement strategy and project contracts.
11. Preparation of TORs for infrastructure projects undertaken by Invest Maldives. Define accurate and detailed scope, objectives, and deliverables for the projects.
12. Evaluating claims for additional payments, variation orders or extension of time by the Contractor/Consultant and make recommendations.
13. Valuing completed works and preparation of payment certificates
14. Periodic review and improvement of internal project formulation and management flow processes.
15. Other relevant tasks assigned by Invest Maldives.

Minimum Qualification and Experience

1. The applicant must hold a Bachelors' Degree in Civil Engineering or a related field and must demonstrate a good command of knowledge in the areas of project management and coordination.
2. Minimum 5 years of experience in Project Management.

Skills and Other Requirements

1. Excellent knowledge of building and construction methods, materials and legal regulations.
2. Proficiency in AutoCAD, MS Project, Structural Design Software and Microsoft Office package. Experience in structural design will be an added advantage.

3. Direct work experience in project management of infrastructure projects, including all aspects of process development and execution.
4. Experience in project formulation and tendering process. Experience in managing FIDIC contracts will be an added advantage.
5. Ability to effectively prioritize and execute tasks in high-pressure environments is crucial.
6. Ability to manage multiple projects and work to tight deadlines.
7. Experience in working both independently and in team oriented, collaborative environments is essential.

Working hours

0800-1600hrs, weekdays

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

Gross Remuneration

MVR 38,000.00 per month

Only shortlisted candidates will be invited for interviews.