

Maldives Bureau of Statistics

Ministry of National Planning, Housing and Infrastructure

Reference Number: (IUL) 457-HRS/1/2023/11 Date: 22 February 2023

TERMS OF REFERENCE

Position

Census Program Assistant

Duration

07 Months

Background

Maldives Bureau of Statistics (MBS) is looking to hire an active, self-motivated, organized and enthusiastic Census Program Assistant. The Census Program Assistant will provide assistance and support mainly in administrative and technical functions related to all 2022 Census activities.

Reporting Relationships

Census Program Assistant will report directly to the Statistician.

Scope of Work

- Coding of information collected in census (such as ISIC, ISCO and COICOP)
- Assisting and preparing census maps for dissemination
- Preparing dissemination materials for census
- Assisting in conducting dissemination workshops
- Assisting all the activities & works related to 2022 census dissemination

Educational Qualification

• Completed GCE O Level or above educational qualification.

Experience

- Experience in working in census, survey.
- Experience in census coding
- Priority will be given for applicants who have experience working/ volunteering in census related works

Competencies

- Ability to complete tasks on tight deadlines and manage time. High degree of flexibility (to work longer hours on weekends as per requirement), creativity and good inter-personnel skills.
- Computer literate, including MS Office package and use of email, internet, etc.



1 بۇر دەر مرم بور 2

لم توثير مُوتَّرَمُو مَوتَرَمُو مَوتَرَمُو مَوتَرَمُو مَوتَرَمُو مَوتَرَمُو مَوتَرَمُو مَوتَرَمُو مَوتَرَمُو مَ Dar Al-Eiman Building - 7,8,9th Floor, Majeedhee Magu, Male' 20345, Rep of Maldives مِرْجَرِمُو مِوْتَرَمُ مُوت المُوتَرَمُو مُوتَرَمُو مَوتَرَمُو مَوتَرَمُو مَدَمَةً مَوتَرَمُو مَدَمَةً مَوتَرَمُو مَدَمَةً مَعْتَرَمُ مَعْتَ



Working Hours

- Morning 8:00 am to afternoon 2:00 pm
- Applicant should be flexible to work outside official hours, weekends and on public holidays on a need basis.

Remuneration

- Monthly Salary: MVR 7,500
- Overtime allowance: According to Civil Service regulation and standards
- Late fine deduction: According to Civil Service regulation and standards

Selection Criteria

Criteria	Points
Qualification	20%
Additional Experience	7.5%
Additional Qualification	7.5%
Interview	65%

Contents of Job Application

The job application should comprise the following documents and late submission of any of the documents will not be accepted:

- Cover Letter requesting for the post,
- Copy of identification card,
- Copies of academic certificates,
- CV,
- Copies of reference letters by previous employers.

Further information

For more information please contact +(960) 3008408 or email to hr@stats.gov.mv

In the context, Maldives Bureau of Statistics invites interested candidates to send application, along with relevant documents to:

Dar Al-Eiman Building - 9th Floor, Majeedhee Magu, Male', Rep. of Maldives.

Or email to hr@stats.gov.mv

Deadline 1st March 2023, before 12:00 Hrs

