



**MINISTRY OF GENDER, FAMILY AND SOCIAL SERVICES
REPUBLIC OF MALDIVES**

TERMS OF REFERENCE

Position	Programme Officer
Duration	7 Months

Purpose for the job:

Under the general guidance of the supervisor, the Program Officer is accountable for providing professional, technical, operational and administrative assistance as the secretariat to the National Disability Council formulated under the Law Number: 08/2010 (Disability Act). The support includes coordinating and assistance in implementation of the activities of the council.

1. Key function, accountabilities and related duties/tasks

The Program Officer will be required to undertake the following tasks, among others;

1. Making administrative arrangements and record keeping of the council meetings.
2. Technical and operational support, including logistical arrangements for roll-out of annual plan of the council, ensuring timely delivery of activities.
3. Coordinating with relevant stakeholders and organizing stakeholder meetings.
4. Ensure information, reports and other documentation relevant to the implementation, review and reporting of the council are provided in a timely manner.
5. Accompany council members to islands conduct programs and monitoring visits.
6. Support the section in implementing the activities and programs.

2. Duration and Commencement of Services

Successful candidates will be contracted for a period of 7 (seven) months, with potential renewal of contract based on performance and organizational need, the duration of which will be negotiated with the individual but shall not exceed 2 (two) years in total.

3. Recruitment Qualifications

Education:

A university degree in one of the following fields is required: Management, Business Administration, Public Health, Sociology, Psychology, or another relevant social science field.

Experience:

A minimum of two to three years of professional experience in with active work in planning, implementing is an added advantage.

Competency Requirements

Proficiency in both written and spoken English.

Computer skills: Full command of Microsoft applications (word, excel, PowerPoint) and common internet applications.

4. Reporting Requirement

Report directly to the Head of Disability Section of the Ministry.

The Administrative Officer should report to work on week days from 0800 – 1400hrs, other than public holidays. Depending on the workload may need to spend time beyond official hours.

5. Remuneration details

Successful candidate will be paid a fixed monthly fee of MVR 16,380 (Basic Salary 8,500/- and Other Allowances 7,880/-) and 7% of salary will be deducted for pension. In addition, any fees payable to the individual for duty travel assignments, Ramadan allowance shall be compensated at the government prevailing rates. Fixed monthly fee shall be subject to deduction for pension and any other statutory requirement as may be applicable.