

**Ministry of Education
Maldives
Enhancing Employment through Human Capital and Entrepreneurship Development
(EEHCED)
TERM OF REFERENCE FOR SENIOR OPERATIONS OFFICER**

Background

To promote employment and entrepreneurship of young people and to improve the quality of labor through human capital development, the Government of Maldives has requested the World Bank to fund a new project; “Enhancing Employment through Human Capital and Entrepreneurship Development” (EHCED) which will be prepared and administered by the Ministry of Education (MoE), Maldives. The World Bank Education group has already initiated the project identification process and it is expected that the Ministry of Education would start the project preparation activities. In order to work for a speedy and effective preparation process, MoE propose to set up a Project Preparation Unit (PPU). This facility would include a Project Coordinator, a Senior Operations Officer and a Senior Project Officer.

Scope of Services

Senior Operations Officer is one of the key professionals and he/she will be appointed to work on project preparation team. The Senior Operations Officer will report to the Project Coordinator. He/she will work closely with other members of the MOE and the World Bank.

1. Subject to any specific directives given by the Project Coordinator, the main duties and responsibilities of the Senior Operations Officer will be to carry out the following tasks. During Project Preparation the Senior Operations Officer will:
 - Compile the technical contents of the project activities with results-based outputs and monitoring indicators for all sub-components.
 - Analyze the institutional capacity of the project implementing groups and propose alternative arrangements to work with implementing partners for effective project implementation.
 - Develop the results framework and a plan for monitoring and evaluation of the project components.
 - Provide assistance in preparing the payment vouchers for PPF.
 - Any other duties assigned by the Project Coordinator.

Required Qualifications and Experience

- At least a Master/Bachelor's Degree in Management, Business, Economics or related disciplines.
- At least 4.5 years of work experience as an Operations Officer in a World Bank Funded Project in the Education Sector.

Professional Competencies

- Ability to read and write excellent English, and produce project reports in English for regular and continuous presentations to MOE and World Bank staff.
- Ability to interact with staff in the MOE.
- Ability to plan projects with complex and diverse activities.
- Ability to promote stakeholder participation and commitment for effective implementation and long-term sustainability of the project.
- Familiarity with the relevant Government procedures and regulations.
- High level of computer literacy, including Word, email and the internet.
- Strong communication skills and good interpersonal relations.
- Ability and willingness to travel to the Atolls for an adequate number of working days.

Institutional Arrangements

- The Senior Operations Officer will work in the MoE and report to the Project Coordinator.

Duration of services and terms of payment

- The service is initially for a period of 09 months or any other time frame agreed by both parties.