Ref No: FNK/A/IUL/2018/397

Date: 06th September 2018

**Job Opportunity**

**FENAKA CORPORATION LIMITED**

Republic of Maldives

# Design and Build of 20 Islands Sewerage Facilities Project

|  |  |
| --- | --- |
|  |  |
|

|  |  |
| --- | --- |
| PROJECT MANAGER (PM) | **1** |
| **Salary** | **MVR 8000** |
| **Contract** | **18 Months** |
| **TERMS OF REFERENCE** |
| The Project Manager will be a Management Specialist, supervising a team of international and local project professional and support staff. S/he works in close collaboration with the Project Management Unit and Operations Teams and maintains effective working relationships with project IPs, donors and other partners.Summary of key functions:* Ensure direction of project activities and achievement of project targets and results;
* Ensure day-to-day management of the project;
* Ensure provision of high-quality technical advice and build partnerships;

Facilitate knowledge building and management;**Ensures the direction of project activities and the achievement of project targets and results, by focusing on the following results:*** In accordance with the Project Document and in close coordination with IPs and the Technical Specialist, plan and develop project Annual Work Plans (AWPs) and establish Annual Targets according to FENAKA timelines;
* Design project budget. Ensure that AWP activities suggested are in line with the overall direction set by the Project Document and lead to the timely achievements of project targets and results;
* Oversee and coordinate development and formulation of detailed implementation plans, procurement and human resources, communication and risk management plans for the Project;
* Coordinate and ensure timely updates of all planning instruments in close collaboration with relevant CO staff;
* Ensure implementation of activities as per AWP and agreed deadlines as well as according to detailed implementation, procurement and HR plans;
* Identify bottlenecks and develop solutions;
* Assess project impact and oversee the appropriateness and accuracy of methods used to verify progress and results;
* Establish adequate monitoring procedures and systems throughout project activities in close collaboration with the Project Team;
* Ensure that adequate systems are in place to gather data and information for project monitoring and that systematic monitoring of project progress against targets is undertaken, including regular field trips for monitoring purposes;
* Develop innovative improvements to enhance performance of the project;
* Manage the accurate and timely high-quality results reporting on the progress of the project and achievement of annual targets to the FENAKA.
* Ensure that all internal and external reports are submitted by deadlines;
* Coordinate and prepare ad hoc thematic and substantive reports/analysis/briefs.
* Implement project communications activities in close collaboration with the CO Team;
* Organize and participate in project level coordination meetings and/or technical working groups as per project document and AWP.
* Implement project governance arrangements;

**Ensures day-to-day management of the project, by focusing on the following results:*** Ensure compliance of all actions and activities with organizational rules, regulations, policies, strategies and internal control mechanisms;
* Mobilize personnel, goods and services, training and grants schemes to initiate activities, including drafting and reviewing terms of references and work specifications and overseeing all contractors’ work;
* Oversee effective provision of services to IPs as required;
* Oversee the appropriate use of project funds as well as the consistent application of MEE and FENAKA rules and regulations. Manage requests for the provision of financial resources by FENAKA, through advance of funds, direct payments, or reimbursement using the FACE (Fund Authorization and Certificate of Expenditures);
* Prepare project budgets;
* Monitor budget implementation and accounting to ensure accuracy and reliability of project expenditure;
* Coordinate preparation of financial reports to MEE and FENAKA, as required;
* Supervise and manage project personnel and consultants. Develop ToRs/Job Descriptions for project staff positions;
* Coordinate the recruitment processes;
* Establish performance objectives and standards and ensure timely and appropriate feedback, guidance and support to ensure optimum performance;
* Undertake performance evaluation according to FENAKA´s policies and deadlines;
* Manage and monitor project risks. In collaboration with the technical project staff, IP’s and donors identify new risks and update risk frameworks for consideration of the Project Board for consideration and decision on possible actions if required;
* Update the status of these risks by maintaining the project risks log;
* Ensure appropriate management of project assets, attendance records, filing system.
* Implement audit recommendations for the project;
* Provide inputs to audit management responses;
* Initiate operational closure of the project.

**Ensures and coordinates provision of high quality technical advice and building of partnerships, focusing on achievement of the following results:*** Coordinate the advisory activities of the project technical staff including the Technical Specialist. Ensure that technical outputs are provided according to plans and up to highest technical standards. Review and clear technical outputs for quality;
* Establish, maintain and facilitate strategic dialogue between project team and Government officials at central and local levels, in project´s area of work;
* Provide technical advice, draft papers/briefs/proposals in project´s technical focus;

**Facilitates knowledge building and management, focusing on achievement of the following results:*** Ensure that the Project systematically builds capacities of Implementing Partner through introduction of innovation and best practices, access to knowledge and expertise and promote their application to project implementation;
* Promote teamwork, information sharing and collaboration within the Project Team and between the Project Team and the CO Programme Team;
* Promote skills development of project staff through coaching and mentoring;
* Ensure capturing and disseminations of lessons learnt during project implementation;
* Facilitate the Project’s representation and/or participation in international knowledge networks to draw on and share best practice and lessons learned.
 |
| **A. QUALIFICATIONS AND EXPERIENCE** |
| 1. Minimum Master’s Degree in Project Management, Environmental Engineering, Environmental Management, Civil Engineering, other relevant discipline.
2. Must have professional work experience of at least Seven (7) years with minimum five (5) years’ experience in project development and management, with focus on planning, monitoring, reporting and stakeholder and team coordination.
3. Knowledge and Experience in International Donor funded project management, technical, commercial or legal aspects of procurement will be an added advantage.
4. Work experience in delivery of water and sanitation sector projects will be an added advantage.
5. Should have strong leadership, management and communication skills in presenting, discussing and resolving difficult issues and have ability to work efficiently and effectively with a multidisciplinary team.
6. A high level of computer literacy is required. Familiarity with programs like Microsoft Office including Word, PowerPoint, Excel and Microsoft Project Office or similar software packages, as required.

The successful individual must be willing to work for extended periods without direct supervision and travel routinely to islands within the catchment.In addition, the individual’s reputation of integrity and impartiality routed in independent from third parties shall be considered. The short-listed candidate will be requested to participate in personal interviews as well as presentation skills. The candidate is required to submit the names and contact details of personal referees who can attest to their ability. The successful candidate must understand the objectives and delivery mechanisms of the projects portfolio. He/she must be willing to work in a team, be flexible to emerging or changing conditions, and undertake initiative in his/her broad field of actions. **B. REPORTING REQUIREMENT**1. Report directly to the Water, Sewerage & Environment Department or it’s designate on all aspects of Project Management throughout the duration of the contract unless otherwise advised by the Client.
2. The Project Manager (PM) is expected to report to work on week days from 0800 – 1500 hours other than public holidays and provide services to the Client for an average of 40 hours a week. Remuneration for less than 8 hours work per day will be on a pro-rate basis and is required to work additional hours to complete the assigned tasks on a daily basis.
3. The Project Manager (PM) shall provide all the necessary reports and updates to the Client and relevant government authorities, whenever needed.
4. The Project Manager (PM) is required to report to work in official attire.
 |
| **C.SCHEDULE FOR THE ASSIGNMENT** |
| Duration of the assignment is **18** months from the commencement of the works with potential extension based on performance and need. The successful candidate is expected to commence the services in September 2018. Duration of the contract can be subjected to extension if required. |

 |  |
|  |  |

|  |  |
| --- | --- |
| ENGINEER | **1** |
| **Salary** | **MVR 10100** |
| **Contract** | **18 months** |
| **TERMS OF REFERENCE** |
| OBJECTIVES OF ASSIGNMENT The objective of this assignment is to undertake and oversee all management and implementation activities of the project to “**Design and Build of 20 Islands Sewerage Facilities”**. The objective of this assignment is to give and provide technical/ engineering assistance and input where necessary to the development and implementation of sewer projects administered by the FENAKA.OVERALL RESPONSIBILITYThe overall responsibilities of the Engineer include, but are not limited to the following: 1. Providing technical advice and solving technical issues faced during construction phase
2. Monitoring installation of sewer facilities
3. Liaising with quantity surveyors regarding the procurement of materials
4. Undertaking surveys
5. Preparing site reports and filling in other paperwork
6. Checking technical designs and drawings to ensure that they meet the regulatory guidelines
7. Discuss and report to project manager on the progress of projects undertaken
8. Visit construction sites for site inspection

SCOPE OF WORKSThe work of the Engineer will include the following tasks, among others:1. Provide overall Technical Supervision to the Contractors and/or Consultants and ensure timely delivery of the project outputs in accordance to the contract agreements.
2. Facilitate PMU staff handling the project component to ensure the timely delivery of services to the Projects;
3. Visit project sites periodically and report back on the status of site activities to the management.
4. Ensure information, reports and other documentation requested by the Project Manager for review and/or for presentation to Steering and Technical committees are provided in a timely manner;
5. Any other work related tasks assigned by the Project Manager.
 |
| **A. QUALIFICATIONS AND EXPERIENCE** |
| 1. Minimum undergraduate degree in relevant field.
2. Must have professional work experience of at least Five (05) years with minimum Three (03) years’ experience in substantial management/supervisory responsibilities of projects.
3. Experience in donor assisted development projects will be an added advantage.
4. Work experience in delivery of water and sanitation sector projects will be an added advantage.
5. Knowledge and understanding of technical and legal aspects of procurement of donor would be an added advantage.
6. Should have strong leadership, management and communication skills in presenting, discussing and resolving difficult issues and have ability to work efficiently and effectively with a multidisciplinary team.
7. A high level of computer literacy is required. Familiarity with programs like Microsoft Office including Word, PowerPoint, Excel and Microsoft Project Office as required.

The successful Candidate must be willing to work for extended periods without direct supervision and travel routinely to islands within the catchment.In addition, the individual’s reputation of integrity and impartiality routed in independent from third parties shall be considered. The short-listed candidate will be requested to participate in personal interviews and submit the names and contact details of personal referees who can attest to their ability. The successful candidate must understand the objectives and delivery mechanisms of the projects portfolio. He/she must be willing to work in a team, be flexible to emerging or changing conditions, and undertake initiative in his/her broad field of actions. **B. REPORTING REQUIREMENT**1. Report directly to the Project Manager or his/her designate on engineering aspects of Project Management throughout the duration of the contract unless otherwise advised by the Client.
2. The Engineer is expected to report to work on week days from 0800 – 1500 hours other than public holidays and provide services to the Client for an average of 40 hours a week. Remuneration for less than 8 hours work per day will be on a pro-rate basis and is required to work additional hours to complete the assigned tasks on a daily basis.
3. The Engineer shall provide all the necessary reports and updates to the Project Manager.
4. The Engineer is required to report to work in official attire.
 |
| **C. SCHEDULE FOR THE ASSIGNMENT** |
| Duration of the assignment is **18** months from the commencement of the works with potential extension based on performance and need. The successful candidate is expected to commence the services in September 2018. Duration of the contract can be subjected to extension if required. |

|  |  |
| --- | --- |
| SITE SUPERVISOR (SS) | **5** |
| **Salary** | **MVR 6040** |
| **Contract** | **18 Months** |
| **TERMS OF REFERENCE** |
| A. OBJECTIVES OF ASSIGNMENT The objective of this assignment is to undertake and oversee all management and implementation activities of the project to “**Design and Build of 20 Islands Sewerage Facilities”**. The objective of this assignment is to give and provide technical/ coordination assistance and input where necessary to the development and implementation of sewer projects administered by the FENAKA.B. OVERALL RESPONSIBILITYThe overall responsibilities of the Site Supervisor include, but are not limited to the following: 1. Assets and manage safety hazards in the work place
2. Supervise the layout, assembly and installation of various sizes and types of sewer pipes under the instructions of Engineering team
3. Liaising with project manager and civil engineer on daily basis regarding site operations
4. Managing and instructing the site workers setting goals for the team
5. Preparing site reports and filing in other paperwork

C. SCOPE OF WORKSThe work of the Project Coordinator will include the following tasks, among others:1. Provide onsite Supervision to the Contractors and/or Consultants and ensure timely delivery of the project outputs in accordance to the contract agreements.
2. Assist PMU staff handling the project component to ensure the timely delivery of services to the Projects;
3. Visit project sites daily and report back on the status of site activities to the management.
4. Ensure information, reports and other documentation requested by the Project Manager for review and/or for presentation to Steering and Technical committees are provided in a timely manner;
5. Any other work related tasks assigned by the Project Manager
 |
| **D. QUALIFICATIONS AND EXPERIENCE** |
| 1. Minimum technical diploma or equivalent combinations of training in relevant field.
2. Must have professional work experience of at least Five (05) years with minimum Three (03) years’ experience in substantial management/supervisory responsibilities of projects.
3. Experience in donor assisted development projects will be an added advantage.
4. Work experience in delivery of water and sanitation sector projects will be an added advantage.
5. Knowledge and understanding of technical and legal aspects of procurement of donor would be an added advantage.
6. Should have strong leadership, management and communication skills in presenting, discussing and resolving difficult issues and have ability to work efficiently and effectively with a multidisciplinary team.
7. A high level of computer literacy is required. Familiarity with programs like Microsoft Office including Word, PowerPoint, Excel and Microsoft Project Office as required.

The successful Candidate must be willing to work for extended periods without direct supervision and travel routinely to islands within the catchment.In addition, the individual’s reputation of integrity and impartiality routed in independent from third parties shall be considered. The short-listed candidate will be requested to participate in personal interviews and submit the names and contact details of personal referees who can attest to their ability. The successful candidate must understand the objectives and delivery mechanisms of the projects portfolio. He/she must be willing to work in a team, be flexible to emerging or changing conditions, and undertake initiative in his/her broad field of actions. E. REPORTING REQUIREMENT1. Report directly to the Project Manager or his/her designate on engineering aspects of Project Management throughout the duration of the contract unless otherwise advised by the Client.
2. The Site Supervisor (SS) is expected to report to work on week days from 0800 – 1500 hours other than public holidays and provide services to the Client for an average of 40 hours a week. Remuneration for less than 8 hours work per day will be on a pro-rate basis and is required to work additional hours to complete the assigned tasks on a daily basis.
3. The Site Supervisor (SS) shall provide all the necessary reports and updates to the Project Manager.
4. The Site Supervisor (SS) is required to report to work in official attire.
 |
| **F. SCHEDULE FOR THE ASSIGNMENT** |
| Duration of the assignment is **18** months from the commencement of the works with potential extension based on performance and need. The successful candidate is expected to commence the services in September 2018. Duration of the contract can be subjected to extension if required. |

|  |  |
| --- | --- |
| PROJECT COORDINATOR (PC) | **5** |
| **Salary** | **MVR 6630** |
| **Contract**  | **18 months** |
| **TERMS OF REFERENCE** |
| **A. OBJECTIVES OF ASSIGNMENT** The objective of this assignment is to undertake and oversee all management and implementation activities of the project to “**Design and Build of 20 Islands Sewerage Facilities”**. The objective of this assignment is operational management of the projects in accordance with the project documents and as per the bank guidelines in collaboration with the project team and stakeholder agencies to ensure all implementation arrangements of projects are carried out smoothly and on time.B. SCOPE OF WORKSThe work of the Project Coordinator will include the following tasks, among others:1. Provide overall Coordination/Supervision to the Contractors and/or Consultants and ensure timely delivery of the project outputs in accordance to the contract agreements.
2. Coordinate the activities of the PMU staff handling the project component to ensure the timely delivery of services to the Projects;
3. Ensure that project team members carry out tasks outlined in their ToR, Action plans in a timely manner, conduct Project staff’s appraisal and provide feedback;
4. Visit project sites periodically and report back on the status of site activities to the management.
5. Ensure information, reports and other documentation requested by the Project Manager for review and/or for presentation to Steering and Technical committees are provided in a timely manner;
6. Ensure all relevant information, documents, financial and technical reports are made available for review during review missions, by independent reviewers and/or review by other relevant Authorities of Government of Maldives.
7. Prepare and revise project component activities and financial plans and ensure information/reports such as annual work plan, annual project review reports, project progress reports, bi-annual reports, quarterly reports etc. and other documentation requested by MEE or funding agency for review and/or for presentation are provided in a timely manner.
8. Any other work related tasks assigned by the Project Manager.
 |
| **C. QUALIFICATIONS AND EXPERIENCE** |
| 1. Minimum undergraduate degree in relevant field.
2. Must have professional work experience of at least Four (04) years with minimum Two (02) years’ experience in substantial management/supervisory responsibilities of projects.
3. Experience in donor assisted development projects will be an added advantage.
4. Work experience in delivery of water and sanitation sector projects will be an added advantage.
5. Knowledge and understanding of technical and legal aspects of procurement of donor would be an added advantage.
6. Should have strong leadership, management and communication skills in presenting, discussing and resolving difficult issues and have ability to work efficiently and effectively with a multidisciplinary team.
7. A high level of computer literacy is required. Familiarity with programs like Microsoft Office including Word, PowerPoint, Excel and Microsoft Project Office as required.

The successful Candidate must be willing to work for extended periods without direct supervision and travel routinely to islands within the catchment.In addition, the individual’s reputation of integrity and impartiality routed in independent from third parties shall be considered. The short-listed candidate will be requested to participate in personal interviews and submit the names and contact details of personal referees who can attest to their ability. The successful candidate must understand the objectives and delivery mechanisms of the projects portfolio. He/she must be willing to work in a team, be flexible to emerging or changing conditions, and undertake initiative in his/her broad field of actions.  |
| **D. SCHEDULE FOR THE ASSIGNMENT** |
| Duration of the assignment is **18** months from the commencement of the works with potential extension based on performance and need. The successful candidate is expected to commence the services in September 2018. Duration of the contract can be subjected to extension if required. |

Interested and eligible consultants are invited to submit their Expressions of Interest. Expressions of Interest need to be submitted along with the CV, attested copies of validated documents supporting the candidate’s qualification and experience, and the copy of ID card to the address below on or before **13th September 2018**, 13:30 hrs. The applications would not be processed if attested validated documents supporting the candidate’s qualification and experience are not submitted.

**FENAKA Corporation Limited**

**Port Complex Building, 7th floor**

**Hilaalee Magu,**

**Male’ 20307**

**Republic of Maldives**

**Tel: (960)3307555,**

**Fax: +960 3317104,**

**06th September 2018**