Health Protection Agency

TERMS OF REFERENCE

Project Assistant

Project name: "Strengthening health system to effectively respond to Covid-19 situation; through early detection and, appropriate care and support for vulnerable and disadvantaged populations" under the program "Covid-19 Pandemic Emergency Prevention and control at country and regional level in SAARC"

1- Background

Health protection agency intends to hire a **Project Assistant** to assist in coordinating the project "Strengthening health system to effectively respond to Covid-19 situation; through early detection and, appropriate care and support for vulnerable and disadvantaged populations" in the Maldives. The successful candidate will work under direct supervision of the project coordinator in the Communicable Control Division of Health protection Agency.

2- Scope

Providing support to projects implementation
Support the program coordinator to ensure smooth project implementation, including administrative, logistical, information management assistance and support in planning and coordination of project related activities.

Duties and responsibilities

- Provide all administrative, operation support and handle all the communications related to the project;
- Assist in projects financial resources management, human Resources Management, efficient procurement and logistical services
- Follow-up, on a daily basis, with project implementing partners and donors, to guarantee smooth implementation of administrative and operational activities of the project
- Maintain up-to-date files and records of project
- Provide logistical support for meetings as tasked by the project coordinator
- Process project-related travel arrangements
- Participate in monitoring and evaluation of project related activities
- Organize regular team meetings (physical or online); provided, over different time zones
- Take minutes of meetings/calls, document and follow-up
- Prepare training materials and equipment or information packages in a timely manner
- Perform any other tasks assigned by the project coordinator
- Carryout any other relevant tasks assigned by Health protection Agency.

3- Code of Conduct and Disciplinary Actions;

The employees hired under this ToR, shall follow and maintain the standards of professional code of conduct set by the Civil Service Commission and policies, standards, guidelines and SOPs set by Ministry of Health, and disciplinary actions to be applied for violations of these standards.

4- Requirements for experience and qualifications

Academic Qualifications:
- Must have a university degree, preferably in administration/management/project management/ social sciences or in a related area
- or diploma
- or 3 passes in higher secondary education

Years of experience:
- A minimum of 1 years of relevant, practical working experience in projects implementation (preferably related to health)

Competencies:
- Proficiency in computer skills and use of software and other applications, e.g. word processing, spreadsheets, internet, power point and experience in other online project management platforms
- Excellent interpersonal and communication skills.
- Demonstrated capacity to undertake assigned responsibilities and work under pressure
- Experience in working with projects/programs addressing/targeting migrants' health would be an added advantage

5- Contract Duration:
- 6 months, initial, and can be extended to one year.

6- Individuals should provide the following:
- Accredited copies of academic/ professional certificates
- Curriculum Vitae
- Letter of application
- Reference list/ letter

7- Remuneration
Successful candidate will be paid an all-inclusive monthly salary of MVR 12,000.00 (Twelve Thousand Rufiyaa)- (MS3)

8- Selection Criteria

Selection Criteria	Weightage (%)
Academic Qualification	30
Experience	10
Interview	50
Presentation	10
- Only qualified candidate will be called for the interview. 10 shortlisted candidates for each post will be qualified for the interview. - Candidates must attain minimum of 50% out of 100%	