TERMS OF REFERENCE

Project Coordinator

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 Coordinator** 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 National Programme Manager at Health Protection Agency.

2- Scope

Projects implementation; to ensure smooth project implementation, including planning, coordination, resource management, monitoring & evaluation of project related activities, and reporting to donors and other stakeholders.

Duties and responsibilities

- Acts as the main/key person to implement the project and share workload with project assistants
- Handle key communication/correspondence and documentation related to the project
- Organize and lead regular team meetings (physical and virtual), and coordination meetings
- Provide support to team members in compiling project reports
- Develop specifications for bid documents, ToRs, SoPs and other documents related to the project.
- Identify, network and coordinate with implementing partners
- Implement monitoring and evaluation activities
- Prepare and timely submission of project progress (including financial) reports
- Track progress of implementation of activities
- Handle media coverage/publicity (including social media), related to the project
- Conduct orientation sessions, and present project related information in meetings and other platforms, when required
- Compile training materials and information packages required for trainings and orientations
- Review and revise project workplans
- 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:
A master's degree, preferably in Public Health/administration/management/project management/ social sciences or in a related area
- or a University Degree
- or a Diploma

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 timely delivery of assigned responsibilities and meeting targets
- Experience in working with projects/programs addressing/targeting migrants' health would be an added advantage
- Ability and sensitivity to work with a wide range of partners/stakeholders including Government, I/NGOs and private sector
- Excellent interpersonal skills, proven networking, team-building, organizational and communication skills.

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- Salary
Successful candidate will be paid an all-inclusive monthly salary of MVR 18,560.00 (Eighteen Thousand. Five Hundred and sixty Rufiyaa) -Managerial 2   .

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%