

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



Ministry of Fisheries, Marine Resources and Agriculture  
Male', Republic of Maldives

## **TRANSFORMING FISHERIES SECTOR MANAGEMENT IN SOUTH- WEST INDIAN OCEAN REGION AND MALDIVES PROJECT**

**(TransFORM, SWIOFish5) - P179242**

### **HR & Admin Executive**

#### **Terms of Reference**

##### **A. BACKGROUND**

The Government of the Republic of Maldives through the Ministry of Fisheries, Marine Resources and Agriculture is implementing Maldives –Transforming Fisheries Sector Management in South-West Indian Ocean Region and Maldives Project financed by the World Bank. The project will be managed by the Project Management Unit (PMU) set up within the Ministry of Fisheries, Marine Resources and Agriculture. The project will be implemented in accordance with the Project Implementation Plan (PIP), Project's Procurement Manual, and the Project's Financial Management Manual all of which are consistent with the World Bank's guidelines and procedures on procurement and financial management.

The aim of the Project to strengthen regional, evidence-based fisheries management in the South-West Indian Ocean Region and to improve competitiveness in the fisheries sector in the Maldives. The project comprises of the following components.

##### **COMPONENT 1: Enhance Evidence-based Management Advice to the Fisheries Sector in the South-West Indian Ocean Region (*implemented by the IOC*)**

- 1.1. Promoting the Development and Coordination of Relevant Innovative Regional Research with a Focus on Capacity Development Programs and Initiatives
- 1.2. Coordinating and Consolidating Regional Cooperation for Evidence-based Advice on Management of Fisheries and Other Uses of Marine and Coastal Ecosystems
- 1.3. Linking and Coordinating the Fisheries Initiatives and Programs in the Region

## **COMPONENT 2: Supporting Maldives as the Catalyst for Strengthened Regional Capacity for Fisheries Governance and Management**

- 2.1. Improved and Innovative Implementation, Enforcement and Monitoring of Fisheries Management Plans and Sharing Results with SWIO Countries
- 2.2. Augmented Comprehensive Quarantine, Disease Surveillance and Management and Experience Sharing with SWIO Countries
- 2.3. Skills and Capacity Building for Supporting Enterprise Development in Fisheries Sector
- 2.4. Augmentation of Project Management Capacity of MoFMRA including Building Capacities for Enhanced Regional Cooperation

## **COMPONENT 3: Enhanced Competitiveness and Private Sector Participation for improving Business Climate for Fisheries in Maldives and the South-West Indian Ocean Region**

- 3.1. Decarbonization of the Fisheries Sector
- 3.2. Diversification/Expansion of Fisheries Sector through Facilitating Small and Medium Enterprise Businesses

### **B. OBJECTIVES OF ASSIGNMENT**

The Project Management Unit (PMU) wishes to contract a HR & Admin Executive who will facilitate the efficient and effective financial resources functioning of the PMU Project. S/he will ensure compliance with the Government and World Bank procedures, guidelines and rules. S/he will be responsible for smooth functioning of the PMU as well as coordination with the operational cells and vendors.

She/he will seek and receive policy guidance/ instructions and support from Project Manager, Financial Management Specialist and Procurement Specialist on their respective areas of responsibilities.

### **C. OVERALL RESPONSIBILITY**

The overall responsibilities of the HR & Admin Executive include, but are not limited to the following:

1. Provide administrative support to ensure that project activities are maintained in an effective, up to date and accurate manner

- Maintain staff attendance including recording of staff leave and contracts
  - Be responsible for day-to-day project correspondences and information sharing
  - Provide receptionist services including answering calls and inquiries
  - Assist in preparing annual reports/ project reports/ update project files
  - Organize meetings and act as the secretary to project meetings and prepare the minutes of the meetings
  - Assist project staff in arranging logistics for field trips, capacity development and training workshops
  - Design and maintain proper filing and administrative system for the project documents
  - Maintain an effective filing system both in electronic and hard formats for office receipts and other documents
  - Administrative support to conferences, workshops, meetings;
  - Preparation of routine correspondence, faxes, memorandums and reports
  - Supervise the work of the HR & Admin Executive on all administration issues and matters related to management of the premises, utilities etc. within the office.
  - Update the project website with relevant information, announcements, tenders etc.
  - Develop and maintain internet-based knowledge management tools that can be accessed throughout the Maldives
  - Any other duties as required.
2. Provide assistance to other PMU staff and coordinate the project activities
  3. Lead media relations - including regular information flow, organizing media events and preparing media products such as press releases, etc.,
  4. Support the World Bank Missions and Expert Consultants visits

#### **D. QUALIFICATIONS AND EXPERIENCE**

1. A Bachelor's Degree in Business Administration or a relevant field.
2. At least 3 years' experience working in the Maldives preferably with the government agencies involved in the field of Human Resource or Management.
3. Work experience in government or donor funded projects and other relevant institutions will be an added advantage;
4. Excellent writing, editing and analytical skills and capability of working independently. Fluent in written and spoken English and Dhivehi;

5. Proficiency in the use of office application (MS Word, Excel, PowerPoint), including web-based systems
6. Ability to interact with multiple staff in the relevant agencies and respond to and liaise with stakeholders from industry and private sector
7. The successful individual must be willing to work for extended periods without direct supervision and travel to islands within the project area.
8. Demonstrates openness to change and ability to manage complexities
9. Should have strong and proactive interpersonal communicative skills, experience in team leadership and participatory management.

The short-listed candidate will be requested to participate in personal interviews, 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 project. S/he must be willing to work in a team, be flexible to emerging or changing conditions, and undertake initiative to overcome challenges.

#### **E. REPORTING REQUIREMENT**

1. Report directly to the Project Manager on all aspects of Project Management throughout the duration of the contract unless otherwise advised by the Implementing Agency.
2. The HR & Admin Executive is expected to report to work on week days from 0800 – 1400 hours other than public holidays and provide services to the Client for an average of 35hours a week. Remuneration for less than 7 hours work per day will be on a pro-rate basis.
3. The HR & Admin Executive shall provide all the necessary reports and updates to the Project Manager to be presented at the Project Steering Committee and donor agencies whenever needed.
4. The HR & Admin Executive is required to report to work in official attire.

#### **F. SCHEDULE FOR THE ASSIGNMENT**

Duration of the assignment is 36 months from the commencement of the works with potential extension based on performance. The successful candidate is expected to commence the services in November 2023.

This position is based at the PMU Office of the Ministry of Fisheries, Marine Resources and Agriculture in Male' with travel to Islands or field visits as maybe required.

## **H. RENUMERATION AND OTHER BENEFITS**

1. MVR 19,500.00 to MVR 22,400.00 depending on qualifications and experience, per calendar month as remuneration for the services provided by the HR & Admin Executive, except for unauthorized leave. The HR & Admin Executive shall be paid for Working Days for which the Finance Manager has actually attended work and signed the attendance register provided by the Implementing Agency.
2. Training and travel expenses under the PMU as budgeted under the Project and approved by implementing agency. Training and travel expenses under the PMU as budgeted under the Project and approved by implementing agency.
3. S/he shall participate in the Maldives Retirement Pension Scheme as required by the Maldives Pension Law and its regulations.
4. S/he will be given an allowance called “Ramadan Allowance” as per the rules of the Implementing Agency, prior to the beginning of the month of Ramadan. The allowance will be entitled only to Muslims.

## **I. SERVICES AND FACILITIES TO BE PROVIDED BY THE IMPLEMENTING AGENCY**

1. Office space and other facilities such as computers will be provided as required.
2. Transport for official travel between Malé and islands where the Project is implemented; food and accommodation allowances will be provided by the project