

TERMS OF REFERENCE

Finance Officer

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 **Finance Officer** to assist in fast tracking the implementation of SDF Project activities and assist throughout the completion of 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

- Create fund clarification form for the money received from projects, and mail to Ministry of Finance along with supporting documents, to record in SAP.
- Review, update and maintain balance sheet.
- Finalizing Project Activity reports by tallying the actual expenditure and submitting it with the signature of a head.
- Valuing completed works and preparation of payment.
- Review and analyse Fund usage of the Activities initiated.
- Coordinate all the financial activities of the project with the project Team.
- Creating PV and reconciling the financial Expenditure when needed.
- Create and maintain comprehensive project financial documentation.
- Park project bills to SAP system.
- Update and maintain voucher registry of projects.
- 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 first degree, preferably in finance/ Accounting or in a related area

Years of experience:

- 3 years of relevant, practical working experience in projects implementation (preferably related to finance)

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:

- One year.

6- Individuals should provide the following:

- Accredited copies of academic/ professional certificates
- Curriculum Vitae
- Letter of application
- Reference list/ letter
- National ID Card

7- Remuneration

Successful candidate will be paid an all-inclusive monthly salary of MVR 17,600 (Seventeen Thousand Six Hundred Rufiyaa)

8- Selection Criteria

Selection Criteria	Weightage (%)
Academic Qualification	30
Experience	10
Interview	50
Presentation	10
<ul style="list-style-type: none">• 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%	