

## ToR for Strategy & Registry Service Consultant

### **Background**

The Registrar of Businesses is entrusted with a wide range of responsibilities including policy formulation, rulemaking and service delivery in order to undertake the legal mandate stipulated in the Law no. 10/96 (Maldives Companies Act), Law no. 3/2007 (Cooperative Societies Act), Law no. 13/2011 (Partnership Act), Law no. 6/2013 (Small and Medium Enterprises Act), Law no. 18/2014 (Business Registration Act), Law no. 19/2014 (Sole Proprietorship Act) and Decentralization Act (7/2010) respectively.

At this juncture, Business Services Department is also working towards implementing several new processes for key services relating to Business Registration and filings.

Strategy & Registry Service Consultant will be tasked to expand on the existing work carried out by the Business Services Department to improve service delivery.

### **Scope of work**

- Assist in reviewing end to end service delivery process
- Assist in design and execution of new services
- Coordinate with internal and external stakeholders
- Coordinate design and implementation of reporting module for all types of businesses
- Coordinate API onboarding process
- Assist to organize local and international workshops, forums & meetings
- Prepare content and deliver public awareness programs

### **Qualification Criteria**

- Completed a Bachelor's degree in international business, economics, management or engineering and have atleast 3 years of experience in a senior management position
- Work experience in policy, strategy, design or management in a Private or Public Company will be an added advantage
- Shall be fluent in written and spoken Dhivehi and English

### **Work Hours**

- Sunday to Thursday, 0800hrs to 1600hrs
- Applicant should be flexible to work outside official hours on a need basis

### **Remuneration**

- MVR 30,000 per month

### **Term**

- 1 year