

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



Ministry of Fisheries and Ocean Resources  
Male', Republic of Maldives

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

**(TransFORM, SWIOFish5) - P179242**

### **Account Assistant**

### **Terms of Reference**

#### **A. BACKGROUND**

The Government of the Republic of Maldives through the Ministry of Fisheries and Ocean Resources 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 and Ocean Resources. 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

3.3. Skills and Capacity Building for Supporting Enterprise Development in Fisheries Sector

3.4. Augmentation of Project Management Capacity of MoFOR 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) is seeking to contract an Account Assistant to facilitate the efficient and effective financial resources functioning of the PMU Project. The Account Assistant will ensure compliance with Government and World Bank procedures, guidelines, and rules. Responsibilities include managing records, processing payments, inventory control, and acting as the front desk for the finance team.

### **C. OVERALL RESPONSIBILITY**

The Finance Assistant's responsibilities include but are not limited to:

1. Maintain accurate and up-to-date financial records in adherence to project guidelines.
2. Regularly record and reconcile financial transactions
3. Assist in the preparation and monitoring of project budgets
4. Track project expenditures against approved budgets and report any variances
5. Process invoices, expense claims, and other financial transactions promptly
6. Ensure that all payments align with government financial regulations, project policies, and procedures.

7. Prepare payment vouchers promptly
8. Maintain and update the fixed asset register regularly
9. Manage inventory at all project locations
10. Act as the front desk for the finance team, handling payment requests, verification of documentation, responding to client queries, and managing cheque delivery and follow-ups
11. Support the preparation of financial statements for project audits.
12. Maintain organized and comprehensive financial documentation for audit purposes
13. Establish and maintain an effective filing system for finance records and documents.
14. Perform other duties within the competency and responsibility of the position
15. Any other duties assigned by the Supervisors

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

1. Must have Bachelor's Degree in Accounting and Finance or relevant field.
2. Must have at least three (3) years of professional work experience in the field of Finance.
3. Advantageous to have experience in finance under Development Projects funded by International Donors.
4. Advantageous to have an experience in using QuickBooks and SAP.
5. Excellent writing, editing and analytical skills and capability of working in a team. Fluent in written and spoken English and Dhivehi;
6. Proficiency in the use of Project application (MS Word, Excel, PowerPoint), including web-based systems
7. Ability to interact and respond with courtesy and good public relations skills
8. Willingness to work extended periods and travel to islands within the project area
9. Demonstrates openness to change and ability to manage complexities
10. 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 Financial Management Specialist on all aspects of Project Management unless advised otherwise.
2. The Account Assistant 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 30 hours a week. Remuneration for less than 6 hours work per day will be on a pro-rate basis.
3. The Account Assistant shall provide all the necessary reports and updates to the Financial Management Specialist to be presented at the Project Steering Committee and donor agencies whenever needed.
4. The Account Assistant 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 December 2023.

This position is based at the PMU Office of the Ministry of Fisheries and Ocean Resources.

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

1. MVR 19,500-22,400/- depending on qualification and experience, per calendar month as remuneration for the services provided.
2. Training and travel expenses related to service under this contract will be covered from the project budget
3. S/he shall participate in the Maldives Retirement Pension Scheme as required by the Maldives Pension Law and its regulations.
4. Medical insurance coverage will be provided.

S/he will be given an allowance called “Ramadan Allowance” as per the rules of the Government, 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.