



Ministry of Agriculture and Animal Welfare

Male', Republic of Maldives

TERMS OF REFERENCE Administrative Officer

A. BACKGROUND

The Government of Maldives (GoM) through the Ministry of Agriculture and Animal Welfare (MoAAW) is implementing the Maldives Agriculture Program (MAP) with financing from International Fund for Agriculture Development (IFAD). The Program will be managed with the support of an Implementing Partner, by the Project Implementation Unit (PIU) set-up within the MoAAW in accordance with the guidelines provided by the design report, implementation manual and under the guidance of the project steering committee and IFAD supervision missions.

The main aim of MAP is to enable small farmers in the selected area to sustainably enhance their production levels, increase income, secure food and nutrition for their household demands and deliver produce to connected markets.

B. OBJECTIVES OF ASSIGNMENT

The Project Implementation Unit (PIU) wishes to contract an Administrative Officer who will facilitate the efficient and effective administrative and human resources functioning of the PIU office. S/he will administer and assist in procurement management system to ensure efficient and effective use of project resources for the purposes intended. S/he will ensure compliance with the Government and IFAD procedures, guidelines and rules. S/he will be responsible for smooth functioning of the PIU as well as assuring linkages with the Implementing Agency.

She/he will seek and receive policy guidance/ instructions and support from Project Director, Finance Management Specialist and Procurement and Account Officer on their respective areas of responsibilities. She/he will work closely with Project Component Coordinators and PIU Staff to ensure timely implementation of the project activities. The Administrative Officer will report to the Project Director.

C. OVERALL RESPONSIBILITY

The overall responsibilities of the Administrative Officer 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:
2. Maintain staff attendance including recording of staff leave and contracts
3. Be responsible for day to day project correspondences and information sharing
4. Provide receptionist services including answering calls and inquiries
5. Assist in preparing annual reports/ project reports/ update project files
6. Organize meetings and act as the secretary to project meetings and prepare the minutes of the meetings
7. Assist project staff in arranging logistics for field trips, capacity development and training workshops
8. Design and maintain proper filing and administrative system for the project documents
9. Maintain an effective filing system both in electronic and hard formats for office receipts and other documents
10. Administrative support to conferences, workshops, meetings;
11. Preparation of routine correspondence, faxes, memorandums and reports
12. Develop and maintain internet-based knowledge management tools that can be accessed throughout the Maldives
13. Oversee office security, including access control, security, and evacuation and fire procedures
14. Assist in the recruitment of project staff to PIU and preparing the contracts upon selection of the successful candidate
15. Assist in the renewal of contracts of the current PIU staff
16. Provide assistance to other PIU staff and coordinate the project activities
17. Support the IFAD Missions and Expert Consultants visits
18. Work under the guidance of the Procurement and Accounts Officer in implementing all aspects of procurement of the project, liaising with the Component Coordinators and PIU staff to ensure close coordination of procurement activities and appropriate technical inputs is incorporated into all procurement activities, procurement documents throughout the process.
19. Maintain and update the fixed asset register
20. Any other task assigned by the Project Implementation Unit as may be necessary for the performance of the project.

D. QUALIFICATIONS AND EXPERIENCE

1. The candidate should have
 - GCE O'level with "D Grade" in at least two subjects and a pass in Dhivehi with at least 2 years of work experience **OR**
 - GCE A'level with "E Grade" in at least two subjects and a pass in Dhivehi **OR**
 - Level 4 Certificate in Business or Administration or any program in a relevant field with a pass in Dhivehi in O'level or A'level
2. Sound understanding of Government Procurement regulations /Act and Public Finance Regulation
3. Excellent writing, editing and analytical skills and capability of working independently. Fluent in written and spoken English and Dhivehi;
4. Proficiency in the use of office application (MS Word, Excel, PowerPoint), including web-based systems
5. Ability to interact with multiple staff in the relevant agencies and respond to and liaise with stakeholders from industry and private sector
6. The successful individual must be willing to work for extended periods without direct supervision and travel to islands within the project area.
7. Demonstrates openness to change and ability to manage complexities
8. 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 Director on all aspects of Project Management throughout the duration of the contract unless otherwise advised by the Implementing Agency.
2. The Administrative Officer is expected report to work on week days from 0800 – 1500 hours other than public holidays and provide services to the Client for an average of 35 hours a week.
3. The Administrative Officer shall facilitate in preparing the necessary reports and updates to the Project Director to be presented at the Steering Committee and donor agencies whenever needed.

F. SCHEDULE FOR THE ASSIGNMENT

1. Duration of the assignment is 12 months from the commencement of the works with potential extension based on satisfactory performance. The successful candidate is expected to commence the services in February 2024.
2. This position is based at the PIU Office in Malé with travel to islands, vessels or field visits as maybe required.

G. RENUMERATION AND OTHER BENEFITS

1. MVR 8977.00 (Inclusive of all the allowances) per calendar month as remuneration for the services depending on qualifications and experience, for the services provided by the Administrative Officer.
2. Training and travel expenses under the PIU 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.

H. 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. Local transport for official travel between Malé and field visits to islands; food, accommodation and allowance