

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



## **National Centre for Information Technology**

64, Kalaafaanu Hin'gun, Male', Republic of Maldives

---

Date: 14<sup>th</sup> February 2024

Announcement Reference no: (IUL)164-HR/1/2024/11

Project	Digital Development Project
Position	Project Manager
Type of Contract	Individual
Duration	24 Months

### **Terms of Reference**

#### **A. BACKGROUND**

The Ministry of Homeland Security and Technology (Ministry) through the National Centre for Information Technology (NCIT) is implementing the Digital Development Action Plan from the National Resilience and Recovery (NRR) Plan of the Government. The Project will be managed by the Project Management Unit (PMU) setup within NCIT in accordance with NRR and the Digital Development Action Plan developed by the Ministry.

The aim of the Project is to deliver on the digital development pledges of the Government, establishing the foundational components to drive the development of digital government, digital economy and digital society. The Project will prioritize the establishment of a government technology stack and open data platform, enhancing government productivity, enable work from home and hybrid workplaces, enhancing the regulatory framework for digital development, and digital transformation of health and national care systems.

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

The Ministry intends to hire a Project Manager. The Project Manager will work for the PMU, which has been established to for the implementation of the Project. The Project Manager will be responsible for the overall management and coordination of the PMU in implementation of the Project. The Project Manager will be responsible for the quality of the technical, operational, organizational and administrative activities for efficient project implementation. S/he will be supported by a Project Coordinators and Technical Specialists of the Project.



-2-

### C. OVERALL RESPONSIBILITY

The overall responsibilities of the Project Manager include, but is not limited to the following:

1. Operational management of the PMU in implementation of the Project activities in accordance with the NRR and Digital Development Action Plan by the Ministry to produce the envisaged outputs and outcomes;
2. Ensure all implementation arrangements of the Project activities are carried out smoothly, in collaboration with Project Coordinators for each initiative under the Project and stakeholder agencies;
3. Identification and resolution of implementation problems, with guidance of the Project Coordinator and Ministry leadership.
4. Planning, management and reporting on progress of implementation of the Project in accordance to the Digital Development Action Plan by the Ministry and liaise with all partners in implementation including PMU Staff and Contractors, Minister, Permanent Secretary, and Delegated Official of the Ministry on all aspects of the Project implementation throughout the duration of the Project.
5. Establish a monitoring, evaluation and knowledge management system for the Project and ensure that submission of all progress reports in time to the Ministry.
6. Oversee the PMU's Management, PMU staff and their activities, and oversight of all staff outputs.

### D. SCOPE OF SERVICES

The work of the Project Manager will include the following tasks, among others:

1. Assume operational management of the initiatives of the PMU in line with the Digital Development Action Plan of the Ministry.
2. Ensure PMU staff carry out tasks outlines in their respective TOR's and work plans of the respective Initiative in a timely manner, conduct staff appraisal and provide feedback.
3. Liaise with Project stakeholders and Project Coordinators of the Initiatives to ensure the timely implementation of the Project Activities and relevant stakeholder activities and supervision activities according Project document and as approved by the Ministry.
4. Ensure Initiatives are developed in line with the NRR, Ministry's Digital Development Action Plan and other policies of the Government.
5. Liaise with Project stakeholders and Project Coordinators to ensure timely generation of (i) terms of reference for technical specialists, consultancy and non-consultancy service providers, and (ii) specification of good and equipment to be procured under the Project.
6. Participate with document reviews, evaluations, and other relevant committees that maybe formed under the Project as required.
7. Ensure coordination within the PMU for reviews of the Project implementation by the Ministry, President's Office or other relevant Government agencies.
8. Ensure all relevant information, documents, and reports are made available for review during review meeting by the Ministry, President's Office or other Government agencies.



-3-

9. Report to the Ministry and other partner agencies in accordance with procedures in place for reporting of Project implementation progress.
10. Provide overall policy and technical direction to facilitate the implementation, management and monitoring of environmental and social safeguards of all Project Initiatives.
11. Lead the development and ensure regular maintenance the Project Implementation Plan for each Initiative of the Project.
12. Review and comments of audit reports and take necessary actions to address audit issues raised.
13. Ensure Audit, Monitoring and Evaluation and other relevant reports are complied.

#### E. QUALIFICATIONS AND EXPERIENCE

1. Master's or equivalent Degree in Project Management/Computer Science or related field, with professional work experience of 7 years or more;

OR

- PhD in Project Management/Computer Science or related field, with professional work experience of 5 years or more;
2. Work experience in implementing or managing government or donor funded projects and other relevant institutions will be an asset;
3. Demonstrates good oral and written communication skills in substantive and technical areas. A thorough knowledge or demonstrated ability to rapidly acquire knowledge about technical assessments, research processes, procedures for performance monitoring and evaluation;
4. Knowledge and understanding of technical, commercial and legal aspects of government procurement will be an added advantage;
5. Experience with consulting with public or private sectors on digital initiatives will be an additional advantage;
6. Should have strong leadership, management, and proactive interpersonal communication skills in presenting, discussing, and resolving difficult issues, and have the ability to work efficiently with a technical team.
7. Excellent writing, editing and analytical skills and fluent in written and spoken English and Dhivehi.
8. Capability to work independently.
9. A high level of computer literacy is required.

#### F. SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is 24 months with the potential extension based on need and performance.

This position is based at the PMU Office at the National Centre for Information Technology.



-4-

#### G. REMUNERATION AND OTHER BENEFITS

1. MVR 38,600.00 per calendar month as remuneration for the services provided by the Project Manager.
2. Training and travel expenses under the PMU as budgeted under the Project and approved by the Ministry.
3. Participate in the “Maldives Retirement Pension Scheme”
4. Ramadan Allowance
5. Leave in accordance with the Employment act.

#### H. REPORTING OBLIGATIONS

The Project Manager:

1. Shall report directly to the Head of NCIT or designate on all aspects of Project Management throughout the duration of the contract.
2. Is expected to report to work on week days from 0800 – 1400 hours other than public holidays and provide services for an average of 44 hours a week.
3. Shall provide all the necessary report and updates to the organization whenever needed.
4. Is required to report to work official attire.

#### I. SERVICES AND FACILITIES

Office space and other facilities such as computers will be provided as required.

#### J. SELECTION CRITERIA

1. The Project Manager will be selected based on the following criteria's.

<b>Criteria</b>	<b>Points</b>
Educational Qualification (Section E)	10
Work Experience (Section E)	30
Additional Skills/ Expertise (Section F)	20
Interview	40



-5-

#### K. APPLICATION

1. Curriculum Vitae (clearly stating the starting and ending month and year for previous experiences)
2. Copy of National ID Card
3. Accredited copies of Academic Certificates (Only documents accredited by Maldives Qualification Authority will be accepted)
4. Certificates/ Letter of completion from the university together with a written document from Maldives Qualification Authority stating that the course completed is accredited to a certain level.
5. Employment Verification Letter from previous employer(s), detailing the works carried out, details of technologies and equipment involved in the work and duration of the responsibilities.
6. Candidates must submit additional documents to prove expertise/experience in areas highlighted in section

#### L. SUBMISSION

Interested candidates may email their proposals on or before 13:30 hrs of 22<sup>nd</sup> February 2024 to the following address. Note that the time that the email is received will be considered as an on time submission.

Human Resource Section

jobs@ncit.gov.mv

National Centre for Information Technology

No 64, Kalaafaanu Hingun

Male', 20064, Republic of Maldives