

Sustainable Fisheries Resources Development Project

Terms of Reference

Laboratory Technician

A. BACKGROUND

The Government of the Republic of Maldives through the Ministry of Fisheries and Agriculture is implementing Maldives –Sustainable Fisheries Resources Development 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 Agriculture. 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 are as follows: (a) at the larger South-West Indian Ocean Region, to improve the management of selected priority fisheries at regional, national and community levels; and (b) at the national level, the overall development objective would be to enhance the government's capacity to manage and govern the fisheries sector, including formulating appropriate adaptive sector policies; to ensure sustainability of marine fisheries; and to development of mariculture as an important source of inclusive growth of economy, income and jobs, to be able to respond to changing needs of the Indian Ocean region.

B. OBJECTIVES OF ASSIGNMENT

The objective of the assignment is to provide technical input to manage the Live Feed Laboratory and the specialized Marine Science Library at the Marine Research Centre.

Live feed laboratory contains a repository of pure cultures of phytoplankton and zooplankton stock, to be scaled up and used by aquaculture operators. In addition, this laboratory will provide technical assistance to farmers on best practices of live feed production.

The Marine Science Library is the only specialized library in this field in the Maldives, which has a repository of books, journals, reports and photographs. The Marine Science Library is utilized by the students of secondary schools and university students, teachers and the academia to enhance the knowledge on the marine environment, fisheries, aquaculture and resource management.

C. RESPONSIBILITIES AND TASKS

The overall responsibilities of the Laboratory Technician include, but are not limited to the following:

- Maintenance of live feed stock cultures
 - Routine maintenance of live feed stock cultures in accordance with instructions provided
 - Preparation of stock cultures to be distributed to authorized parties
 - Assist in drafting and preparing operating procedures, manuals and training guides for live feed culture maintenance, implementation of the SOPs
 - Assist in conducting mariculture training programmes organized by the Centre
 - Maintaining record of live feed culture activities
 - Maintaining a log of laboratory consumables and preparing requisitions for procurement of items as necessary
 - Maintaining equipment and systems records as required and generating necessary reports, budget requests and purchase order justifications.
- Maintenance of library catalogue
 - Managing the loaning and collection of returned library materials
 - Cataloguing and maintaining library records
 - Helping users in locating library materials using the library catalogues
 - Sorting and re-shelving library material
 - Remove and/or repair damaged books in consultation with MRC administrative staff
 - Performing routine clerical work relating to library management
 - Participate in awareness activities organized by the Centre
 - Creating an archive of historical documents of the sector
 - Cataloguing of marine flora and fauna of the Maldives
- Carry out logistical and administrative tasks required for the mariculture component
 - Preparation of requisitions for goods and services in consultation with field station staff

D. QUALIFICATIONS AND EXPERIENCE

1. A Minimum of 2 passes in GCE O-Level Exams not lower than grade ‘D’ science subjects, including Biology or Chemistry, a pass not lower than ‘C’ in Higher Secondary School Certificate Dhivehi and minimum 2 years of experience in a related field.

OR

A Minimum of 2 passes in GCE A-Level Exams not lower than grade ‘E’ science subjects, including Biology or Chemistry and a pass not lower than ‘C’ in Higher Secondary School Certificate Dhivehi.

The successful individual must be willing to work for extended periods without direct supervision and travel to islands within the project area.

The short-listed candidate will be requested to participate in personal interviews and 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 portfolio. 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 Mariculture Component Coordinator on all aspects of tasks throughout the duration of the contract unless otherwise advised by the implementing agency.
2. The Mariculture Component Coordinator is expected to work on week days other than public holidays and provide services to the Client for an average of 35 hours a week.
3. The Component Coordinator shall provide all the necessary reports and updates to the Project Director to be presented at the Project Steering Committee and donor agencies whenever needed.

F. SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is 24 months from the commencement of the works with potential extension based on performance. The successful candidate is expected to commence the services in March 2019.

This position is based at the Marine Research Centre in Male' with extensive travel to Islands or field visits as maybe required.

G. RENUMERATION AND OTHER BENEFITS

1. MVR 6,520 per calendar month as remuneration for the services
2. Training and travel expenses under the Mariculture Component as budgeted under the Project and approved by implementing agency.

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 allowances will be provided from the project.