



Ministry of Economic Development
Male',
Republic of Maldives

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ގުޅިގެން
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Appendix 1

Terms of Reference **For** **Admin and Finance Assistant (HR & Procurement and Finance)** **Project Management Unit** **The Ministry of Economic Development (MED), Government of Maldives**

The Government aims to expand and strengthen the Micro Enterprises (ME) sector in the Maldives through enhancing the business environment and putting in place the support infrastructure for doing business with greater knowledge, better access to finance and expanded opportunities for MEs.

The primary responsibility (not exhaustively) of the Admin and Finance Assistant will be:

1. Provide administrative support to ensure that project activities are maintained in an effective, up to date and accurate manner:
 - Maintain ED and BC staff attendance including recording of staff leave
 - Prepare annual leave plan
 - Check monthly attendance sheets to ensure leaves are recorded as approved by HR and Project Manager
 - Provide monthly attendance sheets of BC and ED team to finance assistant to process payment.
 - Be responsible for day to day project correspondence / information sharing
 - Organize meetings and act as the secretary to project meetings / prepare minutes
 - Carry out procurement activities including preparing bidding documents / evaluation / tender / drafting contracts
 - Assist project staff in arranging logistics to various locations
 - Design and maintain proper filing and administrative system for the project documents
 - Provide assistant is processing
2. Provide financial assistance to project accountant:
 - Ensure all financial transactions are in order; manage records, file invoices, receipts, delivery orders and contracts
 - Carry out procurement procedures including preparing request forms, collecting quotation and preparing purchase orders
 - Ensure all payments to invoices are made on time
 - Assist the Accountant in keeping track of all contracts entered into with ME's and ensure that payments and repayments are made on time
 - Prepare monthly payroll and ensure salary is paid on time to all staff
 - Process travel requests and collect travel reports
 - Assist the Accountant in managing all project assets

3. Provide financial assistance to project accountant:

- Provide receptionist services including answering ME related calls and inquiries
- Perform other duties that fall within the competency and responsibility of the position

Time Input

The position is a full time position and the selected candidate is expected to serve until 31st December 2019 with possible extension.

Requirements

Completion of A'level, with minimum 2 passes plus one year work experience. Excellent computer skills. Ability to write and communicate clearly and analytically. Excellent spoken and written English and Dhivehi.

Remuneration Package

The total remuneration package will be MVR 7,710

