

Contract	<i>Business Development Associate</i>		
Project	<i>Inclusive Micro and Medium Enterprises Development Project</i>		
Expertise	<i>Business Development Associate (IDB Position: Economic Development Associate)</i>		
Source	<i>National</i>	Category	<i>Independent</i>

Objective/Purpose of the Assignment:

As part of the core mandate, the Ministry of Economic Development (MED) of the Government of Maldives aims to promote rapid economic development in the Maldives. MED implements a variety of donor funded projects and programs in addition to Government funded initiatives. These donor funded projects and programs are undertaken with a view to improving the business climate in the country and to create a conducive environment for equitable and inclusive growth of trade and commerce across the country.

Currently MED is implementing two projects with external donors which include the “*Micro, Small and Medium-size Enterprise Development Project (MSMEDP)*” funded by IDB and “*Strengthening Livelihood Initiative for Home-Based Workers in SAARC Region Project*” (also called SABAH Project) funded by SAARC Secretariat. For each of the mentioned projects, MED is either the Implementing Agency of Executing Agency or both.

Maintaining effective donor coordination has been identified as a key challenge for the Ministry, given the significant differences in the scope, range and complexity of the current donor funded projects; the different donor requirements and procedures for project implementation; and due to the shortage of human resources in the Ministry. It is therefore proposed that in order to maintain and scale up donor engagement, expand economic development programmes in the Maldives and successfully execute the Ministry’s mandate, a Central Project Management Unit (CPMU) staffed with dedicated and professional staff in order to manage and support all current and future donor funded projects, be established within MED. In addition, the CPMU can enhance coordination and synergy between projects implemented at MED and to harmonise donor coordination, improve cross learning and information sharing among projects and projects personnel with a view to improving delivery of projects implemented. Key roles of the CPMU include Project Oversight and Implementation Support, Monitoring and Evaluation, Project Administration, Financial Management and Accounting, Project procurement, project quality assurance and resource mobilization.

Due to resource constraints and recruitment restrictions in civil service, the CPMU will mainly be composed of project personnel of the various donor funded projects. Each CPMU member is expected to have dual roles, the first being a CPMU role respective to an aspect of project management and secondly a project role assigned as per the donor project position.

Scope of Work:

The Government aims to expand and strengthen the Micro, Small and Medium Economic (MSME) 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 MSMEs, with the view to enable them to contribute towards the governments’ broader objective of increasing the country’s exports and income.

The primary responsibility (not exhaustively) of the Economic Development Associate will be:

1. Provide support towards the implementation of the government's enterprise development programme and efforts towards enhancing markets access opportunities (such as bilateral, regional and multilateral free trade agreement) implemented through the Ministry.
2. Attend all meetings of Minister and ensure meeting minutes are shared in a timely manner and follow up on all issues and provide regular updates.
3. Provide timely technical briefing to the Minister.
4. Review the design & implementation modalities to ensure efficient delivery business support services to SME's through the network of Business Centers.
5. Design, implement and efficiently deliver financial solutions and other financial incentives to SME's as per government policies.
6. Provide technical support and advisory services to areas needing refinement of policy, laws, regulations and administrative procedures pertaining to the mandate of the Ministry with a view to making the regulatory/ business environment more business friendly.
7. Ensure the design and implementation of an effective and PR campaign on enterprise development activities carried out by MED, including active lead role and personal involvement in the delivery of such campaigns through appropriate communication channels such as social media, radio, TV presence and print media.
8. Any other work relevant to enterprise development, international trade policies and broader economic and trade development initiatives implemented by MED marketing.
9. Any other work relevant to SME and broader economic and trade development assigned by MED.

Qualifications

1. Bachelor's Degree in Business Management, Economics, and Business Administration or in relevant area. Preference will be given to the candidate with a Masters in relevant field
2. At least 3 years of professional experience and technical skills desirable in areas relating to human resource development, technical/trade skills training, and skills in SME business development.
3. Familiarity with Maldives trade, economic development and private sector development context.
4. Excellent computer skills and new interactive media user skills: social media platforms, word processing, spreadsheets, databases and web-based research.
5. Ability to write and communicate clearly, and analytically. Excellent spoken and written English and Dhivehi

Time Input

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

Remuneration

MVR 20,000.00 (Including Pension)