



Ministry of Economic Development  
Male',  
Republic of Maldives

ދިވެހިސަރުކާރުގެ ގެޒެޓް  
ދިވެހިރާއްޖޭގެ ޖުމްހޫރިއްޔާ  
ގުޅިގެން  
ދިވެހިސަރުކާރުގެ ގެޒެޓް

## **National Single Window Project Administrative Assistant Post**

**21<sup>st</sup> April 2019**

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### **TERMS OF REFERENCE**

<b>Contract</b>	<i>National Single Window Administrative Assistant</i>		
<b>Project</b>	<i>National Single Window Project</i>		
<b>Expertise</b>	<i>National Single Window Administrative Assistant</i>		
<b>Source</b>	<i>National</i>	<b>Category</b>	<i>Independent</i>

#### **Objective/Purpose of the Assignment:**

The National Single Window (NSW) Project is an electronic platform that allows parties involved in trade and transport to lodge standard information and documents with a single entry point to fulfill all import and export related statutory requirements.

The aim of the National single Window is to provide an efficient, standard environment for streamlined and enhanced international trade procedures between the private sector and border control line agencies, who are involved in the issuance of related permits with regard to import and export of goods. The project will leverage information and communication technology (ICT) to provide online access to carry out the said border control procedures.

NSW will enable traders and other service providers to transact business electronically. In addition, the project will facilitate sharing of harmonized data to enable automated processing of documents across stakeholder IT systems. This will contribute to the government's sectoral strategy to enhance trade facilitation.

The project is aligned with the following impacts: (i) Top 40 ranking on the World Bank Ease of Doing Business Index achieved by 2025; and (ii) Faster, cheaper, and more predictable cross-border trade in the South Asia Sub Regional Economic Cooperation (SASEC) sub region.

The project will have the following outcomes:

- An electronic platform that allows parties involved in trade and transport to lodge standard information and documents with a single entry point to fulfill all import and export related statutory requirements.
- Streamlined and enhanced international trade procedures between the private sector and border control line agencies.
- Sharing of harmonized data to enable automated processing of documents across stakeholder IT systems.
- Leverage information and communication technology (ICT) to provide online access to carry out cross border trade and efficiency in the clearance of cargo.



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### **Scope of Work:**

#### **CPMU Role -**

- Assist the Project Manager in the overall implementation of the NSW project as per hi / her advice.
- Identify and familiarize with rules, procedures and requirements of existing and potential donors implementing projects.
- Create an information sharing/archiving platform for all documents and notes of projects under CPMU
- Manage monitoring database platform for all projects under CPMU with targets, progress ratings
- Identify and set up a platform to generate reports and data on all projects under PMU in a timely manner including data on beneficiaries, beneficiary islands, organizations etc.
- Identify and set up a platform for regularly and effectively monitoring delivery of project.
- Participate and actively contribute in project coordination meetings and in documenting and preparing meeting minutes.
- Archive data, photos and project related documents in a systematic manner.
- Provide assistance to regularly update all PMU projects related news and updates.
- Provide support to formatting, aesthetics and presentation of reports to donors, government, websites, media etc.
- Any other task assigned by MED and relevant authorities

#### **Qualifications and experience required for the position are:**

- Minimum D grade 2 passes in O/Level and minimum C grade in Dhivehi language in the Secondary School Certificate (SSC) exam or Higher Secondary Certificate (HSC) exam with two (2) years of experience in a relative field. OR
- Minimum E grade 2 passes in A/Level and minimum C grade in Dhivehi language in the Secondary School Certificate (SSC) exam or Higher Secondary Certificate (HSC) exam. OR
- A Level 4 Certificate accredited by the Qualification Authority of Maldives in the field of Business Administration/ Business Management/ Public Administration.



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**Output/Reporting Requirements:**

- Draft monitoring reports for review to the project manager.
- Archive documents such as MIS, consultant reports, training material, invoices, draft replies to audit reports.
- Assist in reparation of donor reports of MED.
- Any other deliverable as defined by MED, from time to time.
- The administrative assistant will report to the Project Manager of the PMU on a daily basis on the work assigned to him/her.

**Others:**

Successful candidate will be paid an all-inclusive monthly fee, depending on qualification and experience in accordance with the Policy Set by Pay commission on setting a salary framework for staff hired under donor/grant-funded projects.

Places of Assignment:	Days Estimated Dates	(dd/mm/yyyy)
Ministry of Economic Development, Male', Maldives	April 2019 to April 2023	