



Ministry of Agriculture and Animal Welfare

Male, Maldives

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MALDIVES AGRIBUSINESS PROGRAM

TERMS OF REFERENCE

Account Officer

A. BACKGROUND

The Government of Maldives (GoM) through the Ministry of Agriculture and Animal Welfare (MoAAW) is initiating the implementation of the Maldives Agriculture Program (MAP) with the support of International Fund for Agriculture Development (IFAD). The Program will be managed with the support of an Implementing Partner, by the Project Implementation Unit (PIU) set-up within the MoAAW in accordance to the guidelines provided by the design report, implementation manual and under the guidance of the project steering committee and IFAD supervision missions.

The main aim of MAP is to enable small farmers in the Program area to sustainably enhance their production levels, increased income, secured food and nutrition for their household demands and deliver produce to connected markets.

B. OBJECTIVES OF ASSIGNMENT AND OVERALL RESPONSIBILITY

The Project Implementation Unit wishes to contract an Account Officer who will facilitate the efficient and effective financial resources functioning of the PIU Project. S/he will ensure compliance with the Government and IFAD procedures, guidelines and rules. S/he will be responsible for smooth functioning of the PIU as well as coordination with the operational cells and vendors.

The Account Officer will be expected to report to the Project Director and work closely with the Financial Management Specialist of the project and other members of the PIU, as well as with the members of the IFAD task team.

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22. Participates in Audits of Programmer's Financial Statements.
23. Manage the financial and related aspects regarding foreign travel by the staff and other partners under the Programme.
24. Monthly Reconciliation of Purchase Order Registry.
25. Reconciliation of project Accounts
26. Prepares weekly safe report and maintain safe records on timely manner
27. Any other duties as may be assigned from time to time by the Project Director

D. QUALIFICATIONS AND EXPERIENCE

1. A Diploma in Accounting or financial Management or related field
2. Must have professional work experience of at least two (2) years in Accounting Field and Financial management.
3. The candidate will be at an advantage for having past experience working as an Account Officer in Development Projects funded by International Donors.
4. Experience and understanding of project management procedures, such as procurement management and analysis, business planning and project evaluation, as well as institutional reforms.
5. Experience in SAP and GoM budgeting.
6. Experience in analytic and reporting tools.
7. Familiarity with applications of accounting and accounts software.
8. Knowledge and understanding of technical, commercial and legal aspects of financial management of donor - financed projects will be an added advantage.
9. Strong organizational and planning skills with ability to work independently as well as a team player, under stress.
10. Should have strong and proactive interpersonal communicative skills, experience in team leadership and participatory management.
11. Familiar with Microsoft office such Excel, Word, PowerPoint etc.

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 Project Director on all aspects of Project Management throughout the duration of the contract unless otherwise advised by MoAAW
2. The Account officer is expected report to work on week days from 0800 – 1500 hours other than public holidays and provide services to the Client for an average of 35 hours a week.
3. The Account Officer shall provide all the necessary reports and updates to the Project Director to be presented at the Steering Committee and donor agencies whenever needed.
4. The Account Officer is required to report to work in official attire.

F. SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is 12 months from the commencement of the works with potential extension based on performance. The successful candidate is expected to commence the services in July 2024.

This position is based at the Ministry of Agriculture and Animal Welfare in Male' with extensive travel to Islands or field visits as maybe required.

H. RENUMERATION AND OTHER BENEFITS

1. MVR 10,273.5 (Inclusive of all the allowances) per calendar month as remuneration for the services depending on qualifications and experience, for the services provided by the Account Officer
2. Training and travel expenses under the PIU as budgeted under the Project and approved by Project Director.
3. S/he shall participate in the “Maldives Retirement Pension Scheme” as required by the Maldives Pension Law and its regulations.
4. S/he will be given an allowance called “Ramadan Allowance” as per the rules of the Implementing Agency, prior to the beginning of the month of Ramadan. The allowance will be entitled only to Muslims.



H. SERVICES AND FACILITIES TO BE PROVIDED BY THE IMPLEMENTING AGENCY

1. Office space and other office 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.

