

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



Ministry of Fisheries and Ocean Resources  
Male', Republic of Maldives

## **TRANSFORMING FISHERIES SECTOR MANAGEMENT IN SOUTH- WEST INDIAN OCEAN REGION AND MALDIVES PROJECT**

**(TransFORM, SWIOFish5) - P179242**

### **Office Assistant**

### **Terms of Reference**

#### **A. BACKGROUND**

The Government of the Republic of Maldives through the Ministry of Fisheries, Marine Resources and Agriculture is implementing Maldives –Transforming Fisheries Sector Management in South-West Indian Ocean Region and Maldives Project financed by the World Bank. The project will be managed by the Project Management Unit (PMU) set up within the Ministry of Fisheries, Marine Resources 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 to strengthen regional, evidence-based fisheries management in the South-West Indian Ocean Region and to improve competitiveness in the fisheries sector in the Maldives. The project comprises of the following components.

#### **COMPONENT A: Enhance Evidence-based Management Advice to the Fisheries Sector in the South-West Indian Ocean Region (*implemented by the IOC*)**

A1. Promoting the Development and Coordination of Relevant Innovative Regional Research with a Focus on Capacity Development Programs and Initiatives

A2. Coordinating and Consolidating Regional Cooperation for Evidence-based Advice on Management of Fisheries and Other Uses of Marine and Coastal Ecosystems

A3. Linking and Coordinating the Fisheries Initiatives and Programs in the Region

## **COMPONENT B: Supporting Maldives as the Catalyst for Strengthened Regional Capacity for Fisheries Governance and Management**

B1. Improved and Innovative Implementation, Enforcement and Monitoring of Fisheries Management Plans and Sharing Results with SWIO Countries

B2. Augmented Comprehensive Quarantine, Disease Surveillance and Management and Experience Sharing with SWIO Countries

B3. Skills and Capacity Building for Supporting Enterprise Development in Fisheries Sector

B4. Augmentation of Project Management Capacity of MoFMRA including Building Capacities for Enhanced Regional Cooperation

## **COMPONENT C: Enhanced Competitiveness and Private Sector Participation for improving Business Climate for Fisheries in Maldives and the South-West Indian Ocean Region**

C1. Decarbonization of the Fisheries Sector

C2. Diversification/Expansion of Fisheries Sector through Facilitating Small and Medium Enterprise Businesses

### **B. OBJECTIVES OF ASSIGNMENT**

The Project Management Unit (PMU) wishes to contract a Project Assistant who will facilitate the efficient and effective financial resources functioning of the PMU Project. S/he will ensure compliance with the Government and World Bank procedures, guidelines and rules. S/he will be responsible for smooth functioning of the PMU as well as coordination with the operational cells and vendors.

She/he will seek and receive policy guidance/ instructions and support from Project Manager, Office Assistant and Procurement Specialist on their respective areas of responsibilities.

### **C. OVERALL RESPONSIBILITY**

The overall responsibilities of the Office Assistant include, but are not limited to the following:

1. Provide administrative support to ensure that project activities are maintained in an effective, up to date and accurate manner:
  - a. Cleaning the office, toilet, and pantry area.
  - b. Discarding waste from waste bins

- c. Assist project staff in arranging logistics for field trips and training workshops
- d. Assist project staff in acquiring quotations and buying goods to the office if required.
- e. Preparing tea/ coffee for conferences, workshops, meetings;
- f. Delivery of documents to the Ministry and other offices
- g. Dispatch of goods to the outer atolls
- h. Any other duties assigned by the Project Manager.

#### **D. QUALIFICATIONS AND EXPERIENCE**

1. Minimum qualification of reading and writing.
2. Ability to interact and respond with courtesy and good public relations skills
3. The successful individual must be willing to work for extended periods and travel to islands within the project area.
4. Demonstrates openness to change and ability to manage complexities

The short-listed candidate will be requested to participate in personal interviews, 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. 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 Manager on all aspects of Project Management throughout the duration of the contract unless otherwise advised by the Implementing Agency.
2. The Office Assistant is expected to report to work on week days from 0800 – 1400 hours other than public holidays and provide services to the Client for an average of 35hours a week. Remuneration for less than 7 hours work per day will be on a pro-rate basis.
3. The Office Assistant is required to report to work in official attire.

#### **F. SCHEDULE FOR THE ASSIGNMENT**

Duration of the assignment is 36 months from the commencement of the works with potential extension based on performance. The successful candidate is expected to commence the services in September 2024.

This position is based at the PMU Office of the Ministry of Fisheries, Marine Resources and Agriculture in Male' with travel to Islands or field visits as maybe required.

## **H. RENUMERATION AND OTHER BENEFITS**

1. Office Assistant shall be paid monthly remuneration of MVR 3100.00/- (Three Thousand One Hundred Rufiyaa Only) for the services provided by the Office Assistant, except for unauthorized leave.
2. Office Assistant will be entitled to a monthly service allowance of MVR 1000/- (One Thousand Rufiyaa Only) per month.
3. Office Assistant are also entitled to a monthly supporting-co allowance of MVR 1200/- (One Thousand and Two Hundred Rufiyaa Only) per month.
4. Office Assistant will be entitled to a monthly minimum wage allowance of MVR 1917/- (One Thousand Nine Hundred and Seventeen Rufiyaa Only) per month.
5. Training and travel expenses under the PMU as budgeted under the Project and approved by implementing agency. Training and travel expenses under the PMU as budgeted under the Project and approved by implementing agency.
6. S/he shall participate in the Maldives Retirement Pension Scheme as required by the Maldives Pension Law and its regulations.
7. 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.

## **I. 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. Transport for official travel between Malé and islands where the Project is implemented; food and accommodation allowances will be provided by the project