

# **Terms of Reference of Quarantine Officer**

## **A. BACKGROUND**

The Government of the Republic of Maldives through the Ministry of Fisheries, Marine Resources and Agriculture is implementing Maldives –Sustainable Fisheries Resources Development Project financed by the World Bank. The Project Management Unit (PMU) set up within the Ministry of Fisheries, Marine Resources and Agriculture will manage the project. 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 are as follows: (a) at the larger South-West Indian Ocean Region, to improve the management of selected priority fisheries at regional, national and community levels; and (b) at the national level, the overall development objective would be to enhance the government's capacity to manage and govern the fisheries sector, including formulating appropriate adaptive sector policies; to ensure sustainability of marine fisheries; and to development of mariculture as an important source of inclusive growth of economy, income and jobs, to be able to respond to changing needs of the Indian Ocean region.

## **B. OBJECTIVES OF ASSIGNMENT**

The Project Management Unit (PMU) wishes to contract 6 Quarantine Officers to man the newly operationalised Aquatic Animal Health Facility. The objective of this assignment is to provide quarantine and aquatic animal health surveillance and diagnostic services to the planned mariculture industry in the Maldives.

The relevant and respective activities of the Project include: (a) augmentation and operation of the Mariculture Research and Development Facility (MRDF) at Maniyafushi, (b) establishment and operation of a multi-species hatchery in Ga. Maanagala Island; (c) supporting establishment of mariculture grow-out farms in Maldives; and (d) operationalisation of aquatic animal quarantine facility.

The Quarantine Officers will report to the Mariculture Component Coordinator of the and work closely with other members of the PMU, as well as with the project members from the World Bank.

## **C. OVERALL RESPONSIBILITY**

The overall responsibilities of the Quarantine Officer include, but are not limited to the following:

1. Routine maintenance quarantine hatchery and quarantine laboratory
  - All tanks and equipment must be thoroughly cleaned and disinfected prior to stocking and upon completion of a quarantine cycle
  - Maintaining a clean and operational facility
  - Maintaining records of all consumables, tests carried out, and services provided

- Maintaining records of servicing of equipment
  - Carrying out minor repairs of hatchery equipment, and reporting to the Supervisors of any malfunctioning equipment.
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2. Routine maintenance of live aquatic stock during quarantine period
    - This involves timely feeding and recording according to schedules provided
    - Monitoring and recording of water quality in the tanks as instructed
    - Maintaining records of quarantine operations: including numbers stocked, daily mortality records, feeding records, etc.
    - Reporting immediately to the Component Coordinator of any abnormalities observed
    - Collecting and maintaining dead animal specimens for laboratory examination, as instructed
    - Safe disposal of dead animals, as instructed
  3. Providing aquatic animal health services
  4. Maintaining specimens brought to the Laboratory and preparing them for testing Carry out required tests, as instructed .
  5. Prepare test reports, as instructed Ensure all chemicals are safely stored and used chemicals are disposed of as instructed.
  6. Assist in mariculture training activities conducted by the project
  7. Work in shifts to ensure the security of all in-water structures and animals at all times
  8. Assist in other field activities of the project
  9. Work in other mariculture facilities of MRC whenever required

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

- i. Completion of Secondary School Education (GCE O' Level)
- ii. Strong organizational and planning skills with ability to work independently as well as a team player, under stress
- iii. Should have strong and proactive interpersonal communicative skills, experience in team leadership and participatory management.

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, 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. The Quarantine Officers shall directly report to the Mariculture Component Coordinator on all aspects of Project Management throughout the duration of the contract unless otherwise advised by the Implementing Agency.

2. The Quarantine Officer is expected to work on a 8-hour shift, on a rotational basis
3. The Quarantine Officer shall provide all the necessary reports and updates to the Mariculture Component Coordinator to be presented at the Project Steering Committee and donor agencies whenever needed.
4. The Quarantine Officer is required to report to work in official attire except on fieldwork.

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

Duration of the assignment is 4 months from the commencement of the works with potential extension based on performance. The successful candidate is expected to commence the services in October 2019.

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

## **G. REMUNERATION AND OTHER BENEFITS**

1. Quarantine Officers shall be paid monthly remuneration of MVR 4665.00/- (Four Thousand Six Hundred and Sixty Five Rufiyaa Only) for the services provided by the Quarantine Officers, except for unauthorised leave. The Quarantine Officers are expected to work in 8-hour shifts on a rotational basis. The Quarantine Officers shall sign in the attendance register before the start of their duty time.
2. Quarantine Officers will be entitled to a monthly service allowance of MVR 1500/- (One Thousand Five Hundred Rufiyaa Only), and a special duty allowance that is 35% of the basic salary per month.
3. Quarantine Officers are also entitled to a monthly supporting-co allowance of MVR 700/- (Seven Hundred Rufiyaa Only) per month.
4. Quarantine Officers will receive MVR 74.2/- (Seventy Four Rufiyaa and Forty Two Laari Only ) per hour for services provided on public holidays, and an additional MVR 60/- (Sixty Rufiyaa Only) per day as food allowance for days of service, and a shift duty allowance of MVR 25/- (Twenty Five Rufiyaa Only) (6:00 am to 23:59 pm) and MVR 45/- (Forty Five Rufiyaa Only) (00:00 am to 5:59 am) .
5. Training and travel expenses under the PMU as budgeted under the Project and approved by implementing agencies.
6. S/he shall participate in the "Maldives Retirement Pension Scheme" as required by the Maldives Pension Law and its regulations.
7. Leave Entitlement

### 5.3 Emergency Leave

S/he may take 10 (ten) days of Emergency leave per year of service, on the ground that documentary evidence is provided when requesting or returning from such a leave.

## **H. 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 allowance and accommodation will be provided by the project.

### **Annex B: Reporting Obligations**

1. Report directly to the Mariculture Component Coordinator, Sustainable Fisheries Resources Development Project, Ministry of Fisheries, Marine Resources and Agriculture on all aspects of the component and to the Project Director on Project Management throughout the duration of the contract unless otherwise advised by the Implementing Agency.
2. The Quarantine Officers are expected to report to work on 8-hour shift duty, on a rotational basis.
3. The Quarantine Officer is required to report to work in official attire except when in field.

### **Annex C: Services and Facilities Provided by the Implementing**

1. Office space and other facilities such as computers will be provided as required.
2. Transport for official travel between Malé and islands; food allowance and accommodation will be provided from the project.