



Ministry of Environment

Male', Republic of Maldives.

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Reference: (IUL)438-HRU/438/2019/292

Date: 6.10.2019

Terms of Reference

Recruitment of Project Assistant for “Strengthening Low Carbon Energy Island Strategies (LCEI)” Project

1. Introduction

The Project “Strengthening Low Carbon Energy Island Strategies Project (LCEI)” is implemented by Ministry of Environment (ME) in association with UNEP through funding received from the Global Environment Facility (GEF) and aims to reduce greenhouse gas (GHG) emissions through energy efficiency in the building sector.

The LCEI Project, is designed with a goal of market transformation for energy efficient technologies in buildings and the built environment in the Maldives; and promotion of energy efficiency investments in buildings. The project will not only target energy efficient technologies, but will also promote emerging low carbon energy technologies for the building sector.

The project intends to apply part of the proceeds of this grant for the recruitment of a Project Assistant.

2. Overall Responsibility

The **Project Assistant** is expected to work in the Climate Change Department of ME and under the direct supervision of the project manager of LCEI. The Terms of Reference for the project assistant are as follows:

- Assist Project Manager in carrying out his duties and support project team in all issues related to project administration.
- Provide substantial support to the project workshops and trainings.
- Attend whenever possible, national workshops and trainings relevant to the project.
- Set up and maintain the project filing system.
- Provide general administrative support to project activities.
- Assist the project manager in preparing the work plans.
- Assist the project manager in preparing the quarterly progress reports and all other reports as deemed necessary to meet the requirements of the government and UNEP.
- Maintain agendas for project meetings and keep track record with regard to scheduled meetings, reporting deadlines, etc.
- Organize logistics for project related assignments upon request.
- Perform other project related duties as requested by the project manager.
- Support project manager in organizing project steering committee meetings and maintain minutes of meeting to share with committee members.





3. Reporting requirement

- The Project Assistant will report directly to the Project Manager.
- The Project Assistant is expected to report for work on weekdays other than public holidays and provide dedicated services to the client for minimum of 40 hours a week.
- The Project Assistant may have to work extra hours in order to complete the tasks assigned to him/her without extra payments as such hours will be considered in the remuneration rate.
- The Project Assistant is required to report to work in official attire.

4. Qualification and Experience

- Minimum undergraduate degree in relevant field
- Must have professional work experience of at least 2 years
- Demonstrated experience in program or project administration
- Experience in donor assisted projects will be an added advantaged
- Good understanding of Maldivian building sector policies, energy efficiency and conversation in buildings is an asset.
- Strong communication and interpersonal skills.
- Experience in coordinating events/meetings/workshops
- Ability to work with high degree of responsibility, in a flexible manner and often under pressure.
- Computer literacy in office standard applications.
- Excellent writing and analytical skills.
- Ability and willingness to travel to outer islands.
- Proficiency in both English and Dhivehi languages.

5. Schedule for the assignment

The Project Assistant will be hired, for a period of 3 months (probation period) on fulltime basis initially, the contract will be extended based on the performance to 1 year. Contract will be extended annually hereafter depending on performance and project life (Expected project end date is December 2020).

6. Remuneration

The selected candidate will be provided a monthly remuneration of MVR 17,000.

7. Services and facilities to be provided by the Client

1. Office space and other facilities such as computers will be provided as required.

2. Leave Entitlement

- a. Public holidays:
 - i. All national holidays observed by the Government of Maldives.
- b. Unplanned leave:
 - i. The selected candidate may take up to five (5) working days of paid leave per annum or pro rata as may be agreed by the client for medical reasons, if the duration is more than two (2) consecutive days, a medical certificate specifying the nature of the consultant's illness and recommended duration of leave issue by a licensed medical practitioner must be submitted on the first day back at work.





- ii. The selected candidate may take up to five (5) working days of paid leave per annum or pro rata as may be agreed by the client for family responsibilities.
- c. Planned Leave (Only applicable after working for one year) :
 - i. The selected candidate may take up to twenty (20) working days of paid leave per annum or pro rata as may be agreed by the Client.
- d. Unpaid leave (Not applicable during probation period):
 - i. The selected candidate will not be paid for any leaves(s) that exceed the maximum allowed and the Client may terminate the contract if the unpaid leave exceeds more than ten (10) working days.

8. Selection Criteria

The project assistant will be selected based on the following criteria:

Selection Criteria	Weightage (%)
Relevant academic qualification(s)	30
Experience in similar works	30
Interview	40

9. Application

Interested applicants may submit their proposals in a sealed envelope indicating the following:

- Letter of Expression of Interest (EOI)
- Summary of similar assignments (experiences) performed in the past.
- Curriculum Vitae
- Attested copies of the academic certificates.
- Copy of national identity card

10. Submission

Interested candidates may submit their proposals in hard-copy on by 1200hrs of 15th October 2019 to the following address.

Human Resource Unit
Ministry of Environment and Energy
Green Building, Handhuvaree Hingun, Maafannu
Male', 20392, Republic of Maldives

