

**Inspection Officer - Terms of Reference
Business Center Corporation**

INTRODUCTION

Business Center Corporation (BCC) is a state-owned enterprise (SOE) incorporated in 2017 to coordinate and oversee the management of regional business development service centers (BCs) established, by the Ministry of Economic Development, under the SME Act (6/2013).

The purpose of the Business Centers (BCs) is to contribute to the establishment of an enabling business environment to support inclusive economic growth by providing and building capacity for sustainable, demand-driven business development services and to facilitate market access which will serve the growth needs of the micro, small and medium-sized enterprise (MSME) sector in the Maldives.

SCOPE OF WORK

The successful candidate is required to assist BCC carry out the scope of work, responsibilities and duties mentioned below.

KEY RESPONSIBILITIES

The specific responsibilities and duties include:

- Carry out all work related to the assigned inspections
- Assisting in ensuring that the information submitted in the application is true and free from misstatements.
- Preparation and submission of inspection reports/documents.
- Attending to phone calls, emails, etc. received
- Carrying out regular follow up on non-compliant employers and inspection report timelines.
- Carrying out any other task required by BCC

REQUIREMENTS

A. Essential Qualification, Skills and Experience

- GCE A Level / MQA Level 5 or 6 certificate or qualification
- Preference will be given to candidates with experience in basic surveying, data collection and report preparation
- The successful candidate will be required to travel to different parts of the country at times

B. Key Competencies

- Should be a proficient user of the MS Office package, specially MS Word and Excel
- Should have excellent communication skills in order to be able to deal effectively with personnel from the public and private sectors in person and over the phone.
- Should be able to multi-task and handle tasks simultaneously.
- Should be highly organized and be able to work positively and constructively within high pressure environments.

- Be able to manage conflicting demands and meet tight deadlines for unpredicted or unplanned tasks
- Should also be able to maintain effective working relationships, respond well to stress, and have good communication and situation management skills.

REPORTING

On a day-to-day basis the successful candidate will report to the Head of the relevant Department.

REMUNERATION

Negotiable

WORKING HOURS

8:00am - 4:00pm weekdays with 1-hour lunch break. The successful candidate shall be available to work in the BCC premises during official working hours.

APPLICATION DEADLINE:

29th December 2019 before 1500hrs.

Applications shall be submitted via email to info@bcn.mv or to

Business Center Corporation,

4th Floor Sakeena Manzil, Medhuziyaarai Magu

Tel: +(960) 3010-548

Note: Only shortlisted candidates will be contacted for an interview.
