



HEALTH INFORMATION MANAGEMENT AND RESEARCH DIVISION  
MINISTRY OF HEALTH  
MALE'  
REPUBLIC OF MALDIVES

## **Multiple Indicator Cluster Survey (MICS)**

Terms of Reference

# ADMINISTRATIVE OFFICER

12 months, based in Maldives

### BACKGROUND

The Multiple Indicator Cluster Surveys (MICS), developed by UNICEF, is an international household survey program aimed at collecting key indicators to assess the conditions of children and women. Over 30 years, MICS has expanded from 28 to over 250 indicators, becoming a vital data source for child protection, early childhood education, health, and nutrition. It supports monitoring progress toward national goals and Sustainable Development Goals (SDGs).

Since the inception of MICS in the 1990s, over 350 surveys have been carried out in 118 countries. UNICEF initiated the seventh round of MICS in 2023, which aligns with Sustainable Development Goal indicators endorsed by the UN in 2016 following the global adoption of the 17 SDGs and 169 targets of the 2030 Agenda for Sustainable Development. The final SDG framework includes 231 global indicators, with around one-third based on household surveys. MICS is well positioned to play a central role in this Agenda alongside other key demographic, health and socio-economic surveys and to complement data from administrative sources and censuses.

Given the need for updated and internationally comparable data, the Ministry of Health is planning to implement MICS in Maldives in 2026. This initiative will address the existing data gaps, support the National Development Plan, Health Master Plan and other national strategies and strengthen SDG monitoring.

The Ministry of Health is seeking a senior administrative officer to support the implementation of the MICS survey.

## PURPOSE OF THE JOB

Under the overall supervision of the Health Information Management and Research Division, Ministry of Health, the administrative officer will carry out all administrative and logistical activities necessary for the efficient and effective implementation of the MICS. This involves close collaboration with the survey manager and the MICS survey team.

## MAIN TASKS

In consultation and collaboration with the Ministry of Health, the senior administrative officer will be responsible for ensuring the following activities have been undertaken:

1. Administrative Coordination
  - Provide day-to-day administrative support to the Survey Manager and the MICS survey team
  - Maintain organized documentation, filing systems, and records (hard and digital) related to survey operations.
  - Draft, review, and format letters, memos, meeting minutes, and administrative correspondence.
  - Maintain staff attendance, contracts, duty rosters, and leave records.
2. Logistics & Field Coordination
  - Support planning and coordination of training sessions, workshops, and meetings.
  - Facilitate logistics for field deployment including travel arrangements and accommodation.
  - Track inventory and distribution of survey materials and equipment.
  - Coordinate with airlines and atoll-level focal points for timely delivery of equipment and supplies
3. Procurement & Asset Management Support
  - Assist in preparing procurement documents and maintaining proper records.
  - Maintain updated inventory of survey assets.
  - Coordinate with the Procurement Division at the Ministry of Health in procuring any consumables, supplies or equipment related to the survey
  - Oversee issuance and return of field equipment.
4. Financial Transactions & Record Keeping
  - Coordinate with the Accounts Division at the Ministry of Health and ensure that all payments, including procurement-related transactions, allowances, per diems, and vendor invoices, are processed.
  - Maintain accurate and updated financial records and survey budget
  - Ensure proper documentation and supporting evidence for all expenditures.
5. Communication & Coordination

- Act as a liaison between survey headquarters and field teams.
  - Disseminate instructions, schedules, and updates.
  - Respond to administrative queries from staff promptly.
6. Monitoring & Reporting
- Track progress of administrative tasks and report challenges.
  - Prepare weekly administrative status summaries.
  - Maintain logs, checklists, and documentation for operational readiness.
  - Support the Ministry of Health in preparing updates/reports related to funding for donor agencies.
7. Support During Training & Fieldwork
- Facilitate administrative tasks during training sessions.
  - Manage registration, attendance, and distribution of materials.
  - Support monitoring of field team compliance with administrative procedures.

## DELIVERABLES

1. Weekly administrative and logistical status reports.
2. Updated inventory and distribution records.
3. Organized filing system for administrative documents.
4. Updated staff records and rosters.

## REPORTING LINE

The senior administrative officer will report directly to the Survey Manager.

## CONFIDENTIALITY OF DATA AND MICS DOCUMENTS

The senior administrative officer must respect the complete confidentiality of the MICS data as well as any specific MICS documents that will be produced throughout the MICS process. The senior administrative officer can use the documents and the datasets only for the tasks related to these Terms of Reference.

## QUALIFICATIONS AND COMPETENCIES

### *Education:*

- Bachelor's degree in Business Studies, Business Administration, Public Administration, Project Management or any other related field.

### *Skills and Experience:*

- 2–3 years of administrative or project coordination experience preferred.
- Experience with field operations or surveys is an advantage.
- Familiarity with Public Financial Regulations is an advantage

*Other competencies:*

- Excellent organization and multitasking skills.
- Strong communication and coordination abilities.
- Proficiency in MS Office.
- Ability to meet tight deadlines.
- Reliability, attention to detail, and strong interpersonal skills

## OFFICE ARRANGEMENTS AND TRAVEL REQUIREMENTS

The senior administrative officer is expected to report daily to office, which will be based at the Ministry of Health, who will provide her/him space, adequate working conditions with Internet access, and equipment as necessary. During the contract period, the administrative officer is expected to travel within the country as needed.

## ESTIMATED DURATION OF CONTRACT AND FEES:

The senior administrative officer will be recruited at the start of MICS planning and should remain on board until the Survey Findings Report, Statistical Snapshots, and the survey archive are produced.

The duration of this consultancy is for 12 months, with the possibility of extension depending on the time it will take to finalise the whole MICS process.

The senior administrative officer will receive monthly remuneration in accordance with the Public Service Pay framework as follows:

Basic salary	MVR 9,845
Job Allowance	MVR 4,595
Attendance allowance	MVR 125 per working day

As mandated under Act No. 8/2009 (Maldives Pension Act), 7% (seven percent) of the administrative officer's basic salary shall be deducted as monthly contribution to the Maldives Retirement Pension Scheme (MRPS).

The Ministry of Health reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/output is incomplete or not delivered, or for failure to meet deadlines without valid reason.

## SELECTION CRITERIA

<b>Criterion</b>	<b>Points</b>
Educational Qualification	20
Work Experience	20
Additional Skills / Expertise	20
Interview	40