



Ministry of Finance and Public Enterprises
Republic of Maldives

Terms of Reference
(IUL)13-HR/13/2026/88

Job Title: *Administrative Assistant (PSR-03)*

Duration: *Four Months*

Workplace: *Ministry of Finance and Public Enterprises (MoFPE)*

A. Background

The Ministry of Finance and Public Enterprises (MoFPE), through the Fiscal Affairs Department (FAD), is implementing the Public Investment Management (PIM) Portal to strengthen planning, monitoring, and reporting of Public Sector Investment Programme (PSIP) projects. To support data population and validation of existing and ongoing projects, the Ministry seeks to recruit ten (10) Administrative Assistants on a contractual basis.

B. Purpose of the Assignment

The purpose of this assignment is to support the PSIP Unit in collecting, validating, and entering accurate project data from implementing agencies into the PIM Portal.

C. Scope of Work

- Collect project information from relevant ministries and agencies
Liaise with designated focal points of line ministries, departments, and implementing agencies to obtain required project documentation and information, including project profiles, financial allocations, implementation status, and physical progress of existing and ongoing PSIP projects.
- Enter and update project data in the PIM Portal
Accurately enter new project data and update existing records in the Public Investment Management (PIM) Portal in accordance with prescribed data standards, templates, and guidelines issued by the Ministry of Finance and Public Enterprises.
- Verify data accuracy and completeness
Review submitted project information to ensure completeness, consistency, and accuracy of financial and physical data, and flag discrepancies or missing information for clarification and correction through the PSIP Unit.



- Maintain electronic records and supporting documentation
Systematically organize, label, and maintain electronic records and supporting documents related to PSIP projects, ensuring that all information is properly archived and easily retrievable for audit, monitoring, and reporting purposes.
- Coordinate with PSIP Unit and agency focal points
Work closely with officers of the PSIP Unit and designated agency focal points to follow up on outstanding data submissions, resolve data issues, and support smooth information flow between the Ministry and implementing agencies.
- Support reporting and ad-hoc data requests
Assist the PSIP Unit in responding to ad-hoc data requests, internal reviews, and reporting requirements by extracting, compiling, and validating project information from the PIM Portal as required.

D. Description of the PIM Portal

The Public Investment Management (PIM) Portal is a centralized digital system developed by MoFPE to capture fiscal and physical information of all PSIP projects, improve transparency, reduce duplication, and strengthen oversight of public investments.

E. Reporting

The Administrative Assistants will report to the Public Sector Investment Programme (PSIP) Unit of the Fiscal Affairs Department, Ministry of Finance and Public Enterprises. Overall supervision, task assignment, and performance monitoring will be carried out by designated officers of the PSIP Unit. The Administrative Assistants shall perform their duties in accordance with instructions, timelines, and reporting requirements issued by the PSIP Unit.

F. Duration of Contract

The contract shall be for an initial period of Four (4) months, commencing from the date of contract signing. Subject to satisfactory performance, availability of funding, and operational requirements of the Ministry, the contract may be extended for a further period on the same or revised terms, in accordance with applicable Government procedures.

G. Qualifications and Experience

- Completion of GCE Ordinary Level (O-Level) or equivalent, with passes in relevant subjects (Mathematics, English and Dhivehi)
- Basic working knowledge of Microsoft Office applications, with particular emphasis on Microsoft Excel for data entry, tabulation, and basic data management tasks.



- Demonstrated ability to work with numerical and textual data accurately, with attention to detail and consistency when entering, reviewing, and updating information in digital systems.
- Working knowledge of Dhivehi and English (spoken and written).

H. Training

The selected Administrative Assistants will receive on-the-job training provided by the PSIP Unit of the Fiscal Affairs Department. The training will focus on familiarizing staff with the Public Investment Management (PIM) Portal, including system navigation, data entry procedures, data standards, and basic quality control requirements.

Training will also cover relevant guidelines, templates, reporting formats, and confidentiality protocols to ensure that all data is entered accurately and consistently in line with Ministry requirements. Ongoing guidance and supervision will be provided as necessary throughout the assignment to support effective performance of duties.

I. Remuneration

Basic Salary: 7,585.00

Job Allowance (step 1): 2,275.00

Attendance Benefit: 60.00 per day attended as per regulations

J. Confidentiality

All information, data, documents, and records accessed or handled during the course of this assignment shall be treated as strictly confidential. The Administrative Assistants shall not disclose, reproduce, share, or use any such information for purposes other than those required for the performance of their official duties.

The Administrative Assistants shall comply with all applicable Government of Maldives regulations, policies, and procedures relating to data protection, information security, and confidentiality. This obligation shall remain in force during and after the completion or termination of the contract.

Any breach of confidentiality may result in disciplinary action, including termination of the contract, in accordance with applicable Government rules and contractual provisions.

K. Deadline

Interested candidates are required to submit their CV, Attested academic certificates and other supporting documents to Ministry of Finance and Public Enterprises by email to recruitment@finance.gov.mv by **13:00hrs, 18th May 2026**.