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**Ministry of Climate Change, Environment and Energy**  
Male', Republic of Maldives



Date: 31<sup>st</sup> May 2026

Announcement Reference No: (IUL)1139-HR/1139/2026/49

## **Terms of Reference**

**Project:** Toward Risk-Aware and Climate-resilient Communities (TRACT)

**Position:** Budget Officer

**Type of Contract:** Individual

**Thematic Area:** Climate Adaptation / Early Warning Systems

### **1. Project Background**

The Maldives is highly susceptible to climate change impacts, including sea-level rise, extreme weather events, and other climate impacts. To address these challenges, the **Toward Risk-Aware and Climate-resilient Communities (TRACT) Project** aims to strengthen national and local systems for climate services and multi-hazard early warning systems (MHEWS), improve risk knowledge, and promote risk-informed decision-making and anticipatory action. Key outputs of the project include:

- 1. Strengthening delivery model and risk knowledge for climate services and a multi-hazard early warning system:** Creating a national framework for climate services, improving inter-ministerial coordination, and developing risk knowledge platforms and legal frameworks for better climate-informed decision-making.
- 2. Strengthening observations, monitoring, modelling and impact-based forecasting:** Enhancing the hydrometeorological observation network, enhance ocean monitoring, and improve modelling and forecasting capabilities to produce high-resolution, user-centered climate services.
- 3. Improving dissemination and communication of risk information and early warnings to the last mile:** Establishing a people-centered, impact-based multi-hazard early warning system, deploy innovative communication technologies, and ensure timely and inclusive dissemination of risk information.
- 4. Enhancing climate risk management capacity using climate information and early warnings:** Enhancing national and community capacity for anticipatory action, mainstreams gender and social inclusion into disaster preparedness, and strengthens private sector engagement in climate risk management.



## 2. Key Responsibilities:

1. Lead the overall budget planning and financial management for the project, including preparation of annual and multi-year budgets, assisting in obtaining UNEP's no objection, facilitating financial planning meetings, finalizing budget adjustments and reallocations as necessary, and assisting in expenditure forecasting and fund utilization tracking.
2. Ensure that all financial activities under the project are conducted in accordance with UNEP financial guidelines and the approved project budget framework endorsed by UNEP and the Government.
  - a. Regularly update the project budget and financial forecasts as required under UNEP guidelines and seek approval from the Government and UNEP.
  - b. Coordinate with the Government and UNEP in preparing budget submissions, fund disbursement requests, expenditure reports, financial statements, and other required documentation.
  - c. Liaise with UNEP staff as required, submit financial reports requiring UNEP's prior review, and coordinate with relevant agencies on financial approvals. Make necessary arrangements for disbursement and fund flows.
  - d. Track the progress of budget execution and fund utilization against the approved financial plan, highlight deviations, document causes, and recommend corrective measures if needed.
  - e. Monitor performance of the financial management aspects of the project and prepare monthly and quarterly financial reports in collaboration with other team members.
  - f. Review and evaluate financial performance of project-related expenditures; regularly report findings to the Project Director. Identify budgetary risks, cash flow issues, or inefficiencies affecting project implementation and propose remedial measures to the Project Director and UNEP.
  - g. Perform other relevant financial management or budgeting tasks as assigned by the Project Director.

## 3. Qualifications and Experience:

- A Bachelor's degree in Business Administration, Finance, Accounting, or related fields. A Postgraduate degree in Finance, Environmental Economics, Public Administration, or similar fields will be an advantage.
- Minimum 5-7 years of experience in budget planning, financial management, and fund administration for public sector projects or similar international organizations.
- Strong understanding of UNEP financial guidelines, procedures, and reporting standards. Experience with UNEP financial management systems and tools is highly desirable.
- Proven experience in preparing and managing budgets, forecasting, monitoring expenditures, and financial reporting for large-scale projects.
- Familiarity with international financial reporting standards and best practices in project finance and budget management.



- Excellent written and verbal communication skills in English, with the ability to produce clear and concise financial reports, and communicate complex financial information to a wide range of stakeholders.

#### 4. Duration of the Assignment

- The Budget Officer will be hired for a period of 1 year with the possibility of extension.

#### 5. Remuneration

Successful candidate will receive a remuneration between MVR 17,550 and MVR 20,160 based on the qualification and experience.

*7% deduction will be made from basic salary towards pension contribution.*

#### 6. Selection Criteria

The Budget Officer will be selected based on the following criteria. Only the candidates who meet the minimum qualification listed under section 3 will be selected for the interview.

<b>Criteria</b>	<b>Weightage (%)</b>	<b>Documents Evaluated</b>
Achieved minimum academic qualification	40	<i>Copies of MQA Accredited Certificate</i>
Achieved demonstratable minimum work experience	20	<i>Letters of experience</i>
Interview	40	<i>In-person Interview</i>

#### 7. Application

The applicants shall submit their applications along with the following documents:

- Letter of Expression Of Interest (EOI)
- Detailed Curriculum Vitae
- Copies of MQA Accredited certificates
- Letters of work experience
- Copy of National ID card
- Applicants currently working in Civil Service must provide a letter of no-objection from their current office
- Applicants currently working in projects must provide a letter of no-objection from their project director
- Any other document that may support the application



## 8. Submission

Interested candidates may email their proposals on or before **1200hrs** (Maldives time) of **4<sup>th</sup> June 2026** to the following address.

Human Resource Division

[jobs@environment.gov.mv](mailto:jobs@environment.gov.mv)

Ministry of Climate Change, Environment and Energy

Male', 20096, Republic of Maldives