



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

Announcement Reference No: (IUL)1139-HR/1139/2026/53

## Terms of Reference

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

**Position:** Project Assistant

**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:

- Organize and maintain all project documentation, including reports, meeting minutes and correspondence, ensuring easy access and compliance with organizational standards.
- Assist in preparing financial statements, budgeting activities and managing project funds in accordance with established financial policies and procedures and in coordination with the Budget Officer.
- Assist and prepare project presentations, reports and other project-related materials.
- Assist in the procurement work related to the project work.
- Facilitate procurement processes for project materials and services, ensuring compliance with Government procedures, regulations and guidelines.
- Coordinate logistical arrangements for project activities and events.
- Prepare weekly or monthly updates on project progress for internal and external stakeholders. Manage communication strategies including maintaining the project social media presence to engage the public.
- Organize and coordinate fund board meetings and project related workshops, including scheduling, agenda preparation and documentation of outcomes.
- Liaise between project team members to support overall project management and operational effectiveness, contributing to a cohesive team environment.
- Provide support in other tasks assigned by the Project Director.

## 3. Qualifications and Experience:

- Bachelor's Degree in Project Management or Business Administration or Human Resource Management
- Minimum 3 years of relevant experience preferably in project management or environmental programs.
- Experience in use of UNEP standard bidding documents, procedures/policies required.
- Excellent written and verbal communication skills in English.

## 4. Duration of the Assignment

- The Project Assistant 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 Procurement 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