



Ministry of Economic Development
Republic of Maldives

Terms of Reference

Employment Services Executive to delivering labour and employment mandate at the Ministry of
Economic Development

January 2020

Introduction

Ministry of Economic Development (MED) is seeking the services of 3 Employment Services Executives to advise the smooth functioning of Labor and Employment mandates.

Ministry of Economic Development has been entrusted to undertake the policy and programmatic responsibilities relating to labor and employment. These include amongst other things;

1. Undertaking national skills development needs analysis;
2. Designing & implementing policies alongside other government agencies, to ensure that the national human resources are gainfully employed;
3. Develop and support implementation of training and upskilling of national human resources;
4. Identifying skills shortages in the local economy and implement appropriate policies to fill the gaps with foreign labor;
5. Implementing appropriate policies & systems to manage foreign labor alongside other government agencies;
6. Ensuring policies and programs are in place to minimize the incidence of malpractices such as human trafficking;
7. Establish a framework to help the country comply with its international obligations relating to labor and employment.

Terms of Reference

The Employment Services Executives is expected to work alongside the MED team on the following areas:

1. Steer the delivery of government targets relating to labour and employment.
2. Advise the Minister on labour employment policy analysis, formulation and implementation.
3. Organize and steer the work of labour and employment related committees and councils.

Qualification

1. The applicant must hold a Bachelors' degree in Social Sciences and must demonstrate a good command of knowledge in the area of labour & employment.
2. Experience in the government will be an added advantage

Duration of Service: 12 calendar months

Working hours: 0800-1600hrs, weekdays

Remuneration: Rf 20,000 per month (inclusive of all benefits)

The selected applicant may be required to work outside of the above working hours occasionally during the term of the consultancy.

Recruitment process

Interested applicants are required to submit their CV and other relevant information demonstrating his/her experience in the area.

Only shortlisted applicants will be invited to interview for the vacancy.