



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

Date: 12 August 2026

Announcement Reference No: (IUL)1139-HR/1139/2026/135

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.

Criteria	Weightage (%)	Documents Evaluated
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 before **1200hrs** (Maldives time) of **20 August 2026** to the following address.

Human Resource Department

jobs@environment.gov.mv

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Male', 20096, Republic of Maldives