



Ministry of Economic Development, Transport and Trade
Male', Republic of Maldives

ދިވެހިސަރުކާރުގެ ގެޒެޓް ގައި ބަޔާންކުރި ގޮތުގައި
މިއަހަރުގެ ޖުލައި ޖަޔްދުގައި

TERMS OF REFERENCE

ASSISTANT BUSINESS INSPECTION OFFICER

Position Title:	ASSISTANT BUSINESS INSPECTION OFFICER
Missco Code:	4000
Skill Level:	2
Public Service Rank:	4
Type of Appointment:	Full-Time Contract

1. Introduction

The Ministry of Economic Development, Transport and Trade (MEDTT) seeks to engage an Assistant Inspection Officer to support the Inspection and Compliance Division in ensuring compliance with business, consumer protection, and land transport regulations. The Officer will assist in conducting inspections, investigations, monitoring activities, and maintaining inspection records across the Maldives.

2. Scope of Work

The Assistant Inspection Officer shall be responsible for the following:

1. Conduct inspections of businesses and service providers licensed, registered, or authorized by the Ministry to assess compliance with applicable laws, regulations, and licensing requirements.
2. Assist in conducting inspections of land transport services authorized by the Ministry, including:
 - Garage;
 - Taxi Service;
 - Driving Track;
 - Roadworthiness Centre;
 - Driving School; and
 - Taxi Centre.

Ministry of Economic Development, Transport and Trade
Male', Republic of Maldives

ދިވެހިސަރުކާރުގެ ގެޒެޓް ގައި ބަޔާންކުރިފައިވާ ގޮތުގައި
މިއަންގަވާލުގެ ދަށުން ދާއިރާތަކާ ގުޅިގެން

3. Monitor compliance with the Consumer Protection Act and related regulations during inspections of commercial premises.
4. Conduct inspections of accommodation facilities provided for expatriate workers to verify compliance with applicable laws, regulations, and standards.
5. Collect and record market price data to support the monitoring of market trends and essential commodities.
6. Review consumer and public complaints and prepare reports on findings and recommendations.
7. Participate in joint inspections, investigations, and enforcement activities conducted with relevant government authorities and agencies.
8. Ensure inspections are conducted in accordance with approved Standard Operating Procedures (SOPs) and maintain accurate and timely inspection records within designated systems.
9. Monitor and investigate complaints relating to foreigners conducting business activities in violation of applicable laws and regulations, ensuring accurate documentation and reporting of findings, including:
 - Identifying illegal business arrangements, particularly where locals serve as fronts for foreign-operated enterprises and assessing ownership and regulatory compliance.
 - Ensuring compliance with the Foreign Investment Act (Law No. 11/2024), including identifying foreign-operated businesses in unauthorized sectors and verifying that all required permits and approvals have been obtained.
10. Assist in preparation of inspection reports, findings, recommendations, and compliance assessments for management review and decision-making.

Ministry of Economic Development, Transport and Trade
Male', Republic of Maldives

ދިވެހިސަރުކާރުގެ ގެޒެޓް ގައި ބަޔާންކުރި ގޮތުގައި
މިއަހަރުގެ ސަރުކާރުގެ ގެޒެޓް ގައި ބަޔާންކުރި ގޮތުގައި

3. Qualification & Experience

- **Education:** “Higher Secondary School level or an equivalent qualification” exam obtain a “E” or above from **two subjects**, and “Secondary School” or “Higher Secondary School” certificate examination obtain a grade “C” or above in **Dhivehi**.

OR

Secondary School level or an equivalent qualification” exam with a grade “D” or above in **two subjects** and a Secondary School” or “Higher Secondary School” certificate examination obtain a grade “C” or above in **Dhivehi** with **4 years of work experience** in a field related to the position.

4. Terms of Job

- **Duration:** 24 Calendar Months, subject to extension
- **Working Hours:** 0800-1400hrs, weekdays. The selected applicant may be required to work outside of these hours.
- **Remuneration**
 - Basic Salary: 8890/-
 - Job Allowance: 2670/-
 - Attendance Allowance: 70/- per day
 - Overtime: As per the Pay Framework Standards (as of November 1, 2025)
 - Pension contributions under the Maldives Pension Act

5. Recruitment Process

Interested applicants are required to submit the following documents:

- Curriculum Vitae (CV);
- Educational certificates and transcripts;
- Relevant professional certifications (if applicable); and
- Any other supporting documents demonstrating their qualifications, experience, and suitability for the position.

Only shortlisted candidates will be contacted for further assessment.

06 September 2026