



Ministry of Health, Family and Welfare

Terms of Reference
Assistant Software Engineer
Ministry of Health, Family and Welfare

A. Background

Ministry of Health, Family and Welfare is a government institute with the mission to ensure that the entire country contributes to achieving excellence in high-quality health care that is affordable, equitable, and accessible, resulting in a health population. Ministry of health, Family and Welfare is executing a comprehensive digital transformation initiative to modernize and strengthen the health sector across the Maldives. In alignment with national digitalization strategies, the Ministry is focused on upgrading IT infrastructure, deploying advanced health applications, boosting productivity, and establishing flexible, modern work environments, including hybrid and remote frameworks.

The Ministry is seeking a skilled **Assistant Software Engineer** to oversee and manage the development of healthcare applications and streamline connectivity across the healthcare network nationwide. The ministry is seeking an individual Consultant for the role.

B. Objectives

The primary objective of the **Assistant Software Engineer** is to design, develop, and deploy scalable software applications that streamline and enhance service management across the Ministry of Health and Family Welfare and its affiliated organizations.

C. Scope of Services

Under this TOR, the scope of work which the **Consulted** is expected to work alongside the MoHFW team in the following areas:

- Software Development & Support: Assist in coding, testing, debugging, and maintaining digital service applications and products under the guidance of senior team members.
- Requirements Analysis: Participate in evaluating system requirements, problem definitions, and proposed technical solutions to support feasibility assessments.
- Application Deployment: Support the development, testing, and deployment of applications to meet the operational needs of the Ministry and its affiliated organizations.
- System Maintenance: Perform routine system maintenance, bug fixes, and updates for digital systems managed across all organizations under the Ministry of Health and Family Welfare.

- **Technical Documentation:** Assist in drafting, updating, and maintaining clear technical documentation, including software manuals, user guides, Standard Operating Procedures (SOPs), flowcharts, and clear code comments using standard UML tools and diagrams.
- **Compliance & Standards:** Adhere to set organizational development standards, coding best practices, and change and configuration management guidelines directed by senior engineers and project leads.
- **System Setup & Integration:** Help prepare and install software solutions according to defined system specifications, architectural standards, and technical requirements.
- **ELMIS Enhancements:** Collaborate with the core engineering team to support enhancements, feature updates, and maintenance for the existing eLMIS (electronic Logistics Management Information System).
- **Cross-Functional Collaboration:** Work closely with software engineers, project leads, and cross-departmental teams to support broader organizational goals and project deliverables.
- **Additional Duties:** Perform any other duties as assigned by supervisor or senior team members from time to time.

D. Reporting Mechanism, Working Hours, Deductions and Leave Details

The Assistant Software Engineer shall report to the head of Information Technology Department on the status of the assignment on a regular basis.

Working Hours: 6hrs between 08:00 and 17:00. The employee hired may be required to work additional hours outside the above working hours during the term of the contract.

The employee hired will be entitled to Pension deduction as per Maldivian Pension Act from the Monthly Basic Salary (7%).

During the tenure of this Contract, leaves for the Consultant shall be provided and maintained in accordance with the Employment Law of the Maldives (Law No. 2/2008) and Civil Service Regulation.

E. Code of Conduct

The employees hired under this TOR, shall follow and maintain the standard of professional code of Conduct set by the Civil Service Commission and Policies, Standards, Guidelines and SOP's set by Ministry of Health, Family and Welfare and disciplinary actions to be applied for violations of these standards.

F. Required Expertise and Qualifications

- The applicant must hold a degree in information technology or a related field and must demonstrate a good command of knowledge in the areas of application design and development.
- Priority will be given to applicants with prior experience in Laravel framework, Vue.js, react, PostgreSQL, NodeJS, Python
- Excellent Knowledge in designing scalable applications for large concurrent usage.

- Ability to effectively prioritize and execute tasks in high-pressure environments is crucial.
- Ability to manage multiple projects and work to tight deadlines.
- Experience in working both independently and in team oriented, collaborative environment is essential.

G. Contract Duration

The contract duration is **24 Months**. Upon signing of the contract, 3 months shall be counted as the probationary period. The contract shall be renewed based on performance, need and funding.

This contract is expected to commence in November 2026.

H. Remuneration

The Assistant Software Engineer will receive monthly remuneration in accordance with the Public Service Pay framework as follows:

Basic salary	MVR 15,515
Job Allowance	MVR 7,240
Attendance allowance	MVR 195 per working day
Other Allowances and Overtime	In accordance with the Public Service Pay framework

I. Selection criteria

The staff will be selected based on the following criteria.

Selection Criteria	Weightage (%)
Academic Qualification	30
Relevant Experience	30
Interview	30
Presentation	10
* Only qualified candidates will be called for the Interview. Highest mark scored candidate will be selected for the position.	