Terms of Reference

Position Title:	Project Director
Missco Code:	1219
Skill Level:	4
Public Service Rank:	10
Type of Appointment:	Full-Time Contract

Scope of work

Project Director shall provide overall leadership, strategic direction, management oversight, and coordination for projects under his/her responsibility to ensure their effective, efficient, and timely implementation. Project Director shall oversee the execution of projects, manage resources, engage stakeholders, ensure compliance with applicable laws and regulations, and support the successful achievement of organizational objectives.

Key Duties and Responsibilities

1. Projects Leadership and Strategic Direction: Provide overall leadership and strategic direction for the planning, implementation, monitoring, and successful completion of projects under the Department.
2. Projects Monitoring and Oversight: Regularly monitor projects progress against approved plans, timelines, budgets, and performance targets, and take appropriate action to address implementation challenges and delays.
3. Financial Oversight and Expenditure Authorization: Review and authorize expenditures within delegated authority and ensure the efficient, transparent, and cost effective utilization of resources across projects.
4. Projects Implementation and Decision Making: Oversee the execution of projects activities and make necessary operational and strategic decisions to facilitate the successful delivery of objectives and outcomes.
5. Team Leadership and Support: Provide guidance, consultation, and support to teams and relevant personnel to ensure effective performance and successful implementation of projects.
6. Stakeholder Engagement and Coordination: Engage and coordinate with government agencies, development partners, contractors, consultants, service providers, and other relevant stakeholders to facilitate the successful implementation of projects.
7. Communication and Reporting: Communicate projects progress, achievements, key developments, and implementation challenges to relevant authorities and stakeholders through regular reporting and consultations.
8. Relationship Management: Establish and maintain effective professional relationships with internal and external stakeholders to support organizational objectives and ensure the successful implementation of projects.
9. Cost Effective Delivery: Promote efficient resource utilization and implement cost effective approaches to achieve the objectives of projects while maintaining required quality standards.

10. Risk Management: Identify, assess, monitor, and manage risks associated with projects and ensure appropriate mitigation measures are implemented to minimize potential impacts on performance and outcomes.
11. Reputation Management: Manage issues that may negatively affect the reputation of projects and implement appropriate measures to address stakeholder concerns and mitigate adverse publicity.
12. Compliance and Governance: Ensure all projects comply with applicable laws, regulations, policies, standards, contractual obligations, and regulatory requirements.
13. Work Environment and Team Culture: Establish and maintain a positive, professional, safe, and productive working environment that promotes teamwork, accountability, integrity, and high performance.
14. Performance Monitoring: Monitor and evaluate the performance of teams, contractors, consultants, and service providers engaged in projects, and take appropriate actions to ensure objectives are achieved.
15. Other Duties: Perform any other duties and responsibilities assigned by the Ministry to support the successful implementation and completion of projects.

Qualifications and Experience:

Level 10 qualification under the Maldives National Qualifications Framework (MNQF) in a field relevant to the position, along with a minimum of 4 years of experience in related field. Out of this experience, a minimum of 2 years should be in a managerial or leadership role.
OR
Level 9 qualification under the Maldives National Qualifications Framework (MNQF) in a field relevant to the position, along with at least 8 years of experience in related field. Out of this experience, a minimum of 2 years should be in a managerial or leadership role.
OR
Level 7 or 8 qualification under the Maldives National Qualifications Framework (MNQF) in a field relevant to the position, along with at least 12 years of experience in related field. Out of this experience, a minimum of 2 years should be in a managerial or leadership role.

Educational Field:

- Project Management, Construction Project Management, International Project Management, Business Project Management, IT Project Management, Innovation Project Management, Project Development, Project Engineering, Project Planning and Management, Project and Operations Management, Energy Project Management, Renewable Project Management.
- Project Evaluation, Data Analytics and Project Management, Measurement and Evaluation, Procurement Management, Logistics Management, Operations Management, Operations Research.
- Construction, Construction Management, Building Construction, Building Science, Construction Science.
- Business Administration, Business Management, Management, Public Administration.
- Economics, Development Economics, Development Studies, Finance, Accounting, Environmental Management, Environmental Science, Marine Resource Management, Marine Conservation, Civil Engineering, Structural Engineering, International Development.

Experience Field:

- Managerial, technical, and research activities associated with the field of project management.
- Managerial, technical, and research functions within the specific industry to which the project pertains.

Contract Terms:

• Remuneration:
Basic Salary: 18,280.00
Job Allowance Step 2: 12,035.00
Attendance Allowance: 285.00 per day

• Contract Duration: 2 years, renewable based on performance

• Probation Period: 3 months

• Working Hour: 09:00- 17:00

Candidate Evaluation and Selection Process

Candidates will be assessed through a multi-stage process that evaluates academic background, professional experience, technical knowledge, and practical skills. The process will include an interview and presentation to measure communication and delivery capabilities.

Candidates interested in providing the services are required to submit their CV, ID copy, attested certificates, experience letters and other relevant information demonstrating their qualifications and experience in the area.

09 November 2026