



تلفون نمبر : 791-3535 (960)  
پوسٹل پتہ : 20172

9 September 2020

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## A. INTRODUCTION

Business Center Corporation (BCC) is a state-owned enterprise (SOE) incorporated in 2017 to coordinate and oversee the management of regional business development service centers (BCs) established, by the Ministry of Economic Development, under the SME Act (6/2013).

The purpose of the Business Centers (BCs) is to contribute to the establishment of an enabling business environment to support inclusive economic growth by providing and building capacity for sustainable, demand-driven business development services and to facilitate market access which will serve the growth needs of the micro, small and medium-sized enterprise (MSME) sector in the Maldives.

## B. PROJECT BACKGROUND

The Sustainable Economic Empowerment and Development for SMEs (SEEDS) project, with financial support of the Government of Japan, aims to provide economic rehabilitation in order to mitigate the negative impacts of the COVID-19 crisis in the Maldives. The project has the objective of increasing agriculture production and promoting food security through an approach of building entrepreneurship amongst farmers and creating a new generation of agri-businesses that are innovative, productive and practices environment-friendly agriculture. The project will also provide technical support and capacity to the Government of Maldives to conduct support services for MSMEs to adapt to the “new normal”.

The project will be implemented through partnership with the United Nations Development Programme (UNDP) in Maldives, the Ministry of Economic Development, Ministry of Fisheries, Marine Resources and Agriculture (MoFMRA), Agro National Corporation (AgroNat), Maldives Fund Management Corporation (MFMC), the Business Center Corporation (BCC) and Housing Development Corporation (HDC).

## C. SCOPE OF WORK

Business Center Corporation seeks to engage a qualified and experienced individual to undertake the responsibilities of the “Project Director” with the key tasks and responsibilities as identified in section (3).

Interested parties are invited to submit their expression of interest for this position as stated in the advertisement published on the national gazette.

## D. KEY TASKS AND RESPONSIBILITIES

The Project Director will be responsible for managing, administering, coordinating and implementing the project components implemented by BCC. The roles and responsibilities include the following:

## I. PROJECT MANAGEMENT

- Planning, overseeing and leading projects from ideation to completion
- Create comprehensive action plans, budgets and timeframes for various BCC projects and perform various coordinating duties such as scheduling and risk management.
- Develop project concept notes, proposals, budgets and revenue models as needed.
- Track project costs in order to meet budget
- Manage contracts with vendors and suppliers by assigning tasks and communicating expected deliverables
- Utilize industry best practices, techniques, and standards throughout entire project execution
- Identify and evaluate potential problems and technical hitches and develop solutions
- Manage project-related paperwork by ensuring all necessary materials are current, properly filed and stored
- Make sure that the team has the tools they need to execute the project.
- Develop and manage a detailed project schedule and work plan
- Provide project updates on periodically and as needed to various stakeholders about strategy, adjustments, and progress
- Assist with the documentation of each phase of the project, as well as preparing summary reports that will be presented to the BCC management team.
- Measure project performance to identify areas for improvement

## II. COORDINATION

- Participate in project design meetings and propose improvements where necessary
- Identify resources needed to reach project objectives and manage resources in an effective and efficient manner
- Monitor progress and make adjustments as needed. Supervise on-going projects and coordinate with team members to keep workflow on track
- Plan and manage team goals, project schedules and project budgets.
- Direct project correspondences by preparing and reviewing project proposals, memos, meeting minutes and emails
- Keep up the morale of team members and build relationships with them to develop a strong working unit and supporting their impact on the success of a project.
- Provide strategic guidance on the research and development activities conducted by Business Centers in alignment with overall objectives of the Corporation.



## E. MINIMUM REQUIREMENTS

- Master's Degree or equivalent qualification in one of the following fields: Project Management, Business Management, Business Administration, Economics, Accounting or related field.
- Minimum five years of relevant working experience.

## F. REQUIRED COMPETENCIES

- Expert-level knowledge of project management and associated methodologies, techniques, processes, and approaches
- Strategic Thinking: Ability to manage multiple goals and deadlines in the context of the big picture
- Team leadership & development: Ability to mentor, coach and effectively transfer expertise to others
- Facilitation, Negotiation & Problem Resolution Skills: Ability to build a strong network and relationships at executive levels with technology and solutions, customers and vendor groups
- Resilience and resourcefulness
- Highly organized, analytical, ability to motivate and manage others
- Budget, cost and profitability management skills
- Knowledge of resource management tools

## G. REPORTING

The Project Director will report on a day to day basis to the Managing Director.

## H. LOCATION

The selected individual is required to be present in Head Office with coordinated visits to sites as necessary.

## I. REMUNERATION

An attractive remuneration package will be offered to the selected candidate.



## J. CONTRACT DURATION

The duration of the assignment is six months (calendar).

## K. DOCUMENTS REQUIRED

- Job Application Form
- Curriculum Vitae
- Educational Certificates
- National Identity Card
- Police Certificate
- Reference letters

## L. DEADLINE

Interested parties must submit their applications to [hr@bcn.my](mailto:hr@bcn.my) by 16<sup>th</sup> September 2020 1500 hrs.

## M. EXPECTED DATE OF COMMENCEMENT

The selected candidate is expected to start work on 22<sup>nd</sup> September 2020 (Tues).