



Ministry of Environment

Male', Republic of Maldives.

دِبْرِ سَعْدِيْهِ لَهُ مَسْوَرَهُ مَرْجِعُهُ
دِبْرِ سَعْدِيْهِ لَهُ مَسْوَرَهُ مَرْجِعُهُ

Reference: (IUL)438-HRU/438/2021/14

19 January 2021

Terms of Reference

Announcement for Recruitment of a Project Assistant for the National Ozone Unit

A. BACKGROUND

Maldives is a Party to the Montreal Protocol on Substances that Deplete the Ozone Layer and has acceded to the Vienna Convention and Montreal Protocol in May 1998. To date, Maldives has phased out several ozone depleting substances (ODS), notably Chlorofluorocarbons (CFCs). To comply with its obligations under the Montreal Protocol, Maldives has recently implemented the phase-out of Hydrochlouroflurocarbons (HCFCs) by 2020.

With the import control on HCFCs accompanied with the ban on HCFC based equipment in December 2015, a tremendous increase in the import of Hydroflourocabons (HFCs) has been observed in the recent years. Maldives has ratified the Kigali Amendment (KA) which proposes to phase down the production and usage of HFCs by mid-2040.

The National Ozone Unit undertakes several donor-funded projects and activities to implement and meet the obligations of the Montreal Protocol within the country. This includes undertaking several donor-funded projects with a range of outputs including training local technicians, retrofitting vessels and establishments, analyzing the current market through data collection and working on establishing stringent standards within the refrigeration and air-conditioning sector.

B. OVERALL RESPONSIBILITY & REQUIREMENTS

The Project Assistant is expected to work in the National Ozone Unit (NOU) and assist with all day-to-day activities to ensure efficient administrative functioning of the NOU.

The overall responsibility of the Project Assistant are as follows:

- To collect, analyse and present necessary data for all reporting under Montreal Protocol



- To closely monitor outsourced consultancy and project work carried out under the instructions of the NOU
- To organize necessary training programs and conduct presentations on behalf of the NOU
- To share data collected regarding the Montreal Protocol and the ozone layer through awareness programs and provide information when required to.
- To regularly meet reporting obligations of the NOU’s partner implementing agencies
- To closely monitor and keep track of all budgets associated with the NOU and maintain all financial documentation
- To regularly enter and analyse datasets related to Montreal Protocol and Kigali Amendment
- Organise meetings, trips, workshops, conferences and information sessions with stakeholders and ensure minutes are taken down when needed.
- Ensure administrative tasks are completed on a regular basis.

The Project Assistant must meet the following requirements & competencies:

- Minimum Bachelor's degree or an equivalent qualification in a subject related to project management, administration, environmental management/science or a relevant field
- Excellent command of writing and speaking in Dhivehi and English.
- Strong computer skills, in particular mastery of all application of the MS Office package
- Excellent interpersonal skills are essential
- Must be punctual, proactive, highly organized and able to take direction
- Willingness to travel to outer islands on short notice
- Demonstrated experience in writing letters and reports in Dhivehi and English
- Demonstrated experience in maintaining budgets is an added advantage.
- Demonstrated ability to work with teams and with numerous stakeholders.
- Familiarity with the Government's ozone protection policies and the Montreal Protocol is an added advantage
- Work experience in managing environmental donor-funded projects will be an added advantage

C. SCHEDULE FOR THE ASSIGNMENT

The Project Assistant will be hired, for a period of 12 months (1 calendar year) with a 3 month probationary period. The contract may be additionally extended at the discretion of the NOU.

D. REMUNERATION



The selected candidate will be provided a monthly all-inclusive remuneration of MVR 15,600.

E. APPLICATION SUBMISSION

Interested individual consultants may submit the expressions of interest by email indicating the following.

- Cover letter outlining suitability for the job
- Curriculum Vitae (CV) indicating the previous experiences on similar works performed in the past
- Copy of National Identification Card
- Maldives National Qualification Framework level 7 or above accredited academic qualification
- Any other attested documentation to support application (academic transcript, reference letters, training certificates etc)

Selected candidates will be called in for interviews at a later date. Interested individuals may submit their proposals on or before **12:00 hrs on 28th January 2021**, to the following address.

Human Resource Unit
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