

POSITION DESCRIPTION

Title:	Program Director (Executive) ABA (seconded to the Bar Council of the Maldives)
Workstation:	Bar Council of the Maldives
Contractual term:	1 year (with possibility of extension) (to be hired as an independent contractor)

OVERALL RESPONSIBILITIES

Responsible for the successful development and execution of the designated projected activities of the Bar Council of the Maldives.

SPECIFIC RESPONSIBILITIES

- Implements one or more programs and/or projects, including participating in program and project planning.
- Ensures implementation of programs and projects conform to ABA policies.
- Analyses project/program performance throughout the process to measure progress against the project/program plan.
- Serves as a point of contact for projects and communicates with member leaders and staff on project status.
- Accountable for successful execution of assigned projects.
- May provide advanced administrative support functions in support of projects and/or major work groups.
- Performs other related duties as required by the BCM.

Minimum Qualifications / Work Experience

- A minimum Master's Degree qualification in Management or administration
- A minimum of 5 years of work experience, at a managerial level, in the field of Management and Administration.

Desired Skills and Competencies

- Excellent analytical and quantitative skills with computer proficiency.
- Excellent and effective communication skills, including the ability to prepare and analyse reports; and deliver presentations, making and defending recommendations.
- Excellent organizational, time management, and strong interpersonal skills with strong leadership.
- Ability to multitask, to work flexibly, and meet tight deadlines.
- Attention to detail and proven ability to work independently and effectively with minimum supervision.
- Demonstrated ability to undertake administrative and logistical tasks, follow procedures, and adhere to regulatory requirements.

Salary and Benefits:

- Monthly salary: USD 1946 OR equivalent in Dhivehi Rufiyaa
- Benefits: Successful candidate will receive Ramadan allowance & pension contribution

Application Documents:

The following documents must be submitted to secretariat@maldivesbarcouncil.org, by 14:00 PM, 01st March 2021.

1. Cover letter.
2. CV.
3. Copies of academic certificates.
4. Evidence of work experience; and
5. ID card/ passport copy.