

## **POSITION DESCRIPTION**

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Title: Program Director (Executive)  
ABA (seconded to the Bar Council of the Maldives)  
Workstation: Bar Council of the Maldives  
Estimated Start Date: 1 April 2021  
Contractual term: 1 year (with possibility of extension) (to be hired as an independent contractor)

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### **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.
- Analyzes 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](mailto:secretariat@maldivesbarcouncil.org), by COB 18<sup>th</sup> March 2021.

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