

**Terms of Reference
Project Officer & Accounts Officer
Enhanced Integrated Framework Program**

Introduction

The Ministry of Economic Development (MED) is the lead ministry in the government overseeing the implementation of the Enhanced Integrated Framework (EIF) program for the Least Developed Countries in the Maldives. EIF is a global program that assists LDCs countries in mainstreaming trade into their development agenda, building capacity in trade related areas and coordinating trade related technical assistance. As a recently graduated country, Maldives continues to be a beneficiary of the program until the end of 2015.

The ministry has mobilized funding from the Tier 2 of the EIF program towards implementation of the project titled *“Strengthening institutional capacity of key national trade facilitation agencies to deepen Maldives capacity to competitively engage in international trade in goods and services”*.

The objective of the aforementioned Tier 2 project is to strengthen the country’s capacity to competitively engage in international trade in goods and services by addressing customs and aviation sector regulatory bottlenecks. The project will support strengthening the institutional capacity of Maldives Customs Services (MCS) to operate as the lead trade facilitation and border control agency in the country. In this regard, procedure and process changes will be strengthened to be in compliance with WTO Valuation Agreement and to implement Post Clearance Audit (PCA) system. Furthermore support will be provided to improve MCS clearance process via implementation and full utilization of ASYCUDA World, enhancement of MCS IT infrastructure and technical capacity for effective border management.

The project will also provide support to develop and implement a comprehensive economic regulatory framework for the management of airport services to curb monopolistic power of the airport operators and strengthen the regulatory capacity of Maldives Civil Aviation Authority to effectively regulate aviation sector.

Towards implementation of the project, MED is seeking the services of qualified locals for the posts of Project Officer and Accounts Officer to work with the National Implementation Unit (NIU) for EIF in implementing the project in Maldives.

Scope of work

With the overall guidance of EIF Focal Point and NIU Coordinator, staff selected under this project will primarily focus in implementation of the Tier 2 project and speed up implementation of the EIF program in the Maldives. Duties and responsibilities for each position is provided below

POSITION 1

Position Title	Project Officer
Supervisor	EIF NIU Coordinator
Contract Duration:	12 months with the possibility of extension for an additional 6 -12 months depending on funding availability

Responsibilities and Duties:

Under the overall guidance and direct supervision of the EIF NIU Coordinator, Project Officer will be responsible to ensure timely implementation and management of the project in Maldives:

- Responsible for day-to-day implementation of project activities in collaboration with the partner implementing agency focal points
- Arrange and conduct regular project specific committee meetings, including steering committees and core committee meetings
- Prepare project progress reports on a timely basis in collaboration with the partner implementing agency focal points and core teams for each project component
- Effectively undertake project specific procurement activities in a timely manner with assistance from MED Admin and Finance unit and partner implementing agencies
- Responsible for work planning and regular monitoring of outputs and outcomes and periodic reporting of results under the project
- Maintain minutes of meetings related to project implementation and ensure project files are maintained properly
- Assist the EIF National Coordinator in undertaking EIF programme specific reporting and coordination work
- Assist in undertaking research related to project development work related to implementation of EIF program
- Support in conducting stakeholder consultation sessions and workshops related to project implementation and EIF work program
- Assist in coordinating implementation of EIF program activities across related line ministries and government agencies
- Assist in drafting project concept notes for the deliberation of the EIF National Steering Committee
- Assist in drafting project documents, discussion papers etc.
- Assist implementation of EIF activities
- Assist in coordinating aid mobilization for the trade sector
- Assist in undertaking any other relevant work related to implementation of EIF program
- Assist in performing any other tasks assigned by MED that are relevant within the project scope.

Competencies

- Exerts strict adherence to the organization's rules, regulations and procedures.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Committed and able to shares knowledge and learning experiences with work colleagues
- Actively works towards continuing personal learning, acts on learning plan and applies new acquired skills
- Ability to conduct and lead meetings and good documentation skills.

- Ability to perform a variety of specialized tasks related to project implementation
- Ability to establish and maintain contacts with project and related stakeholders
- Excellent interpersonal skills
- Ability to travel (external and local)
- Ability to work long hours and be a team player
- Demonstrate out of box thinking

Experience/ Qualification Requirements:

- The minimum requirement is a University Degree and preferably with specialization in fields related to management and administration, international trade, economics, IT system and process reengineering and development studies or economics.
- At least 4-5 years experience of working in similar capacity.
- Experience in implementing similar development projects
- Good command of computers and office software packages (MS Word, Excel etc).
- Fluency in English and Dhivehi language

Remuneration package inclusive of all benefits: MVR 20,046.00 - 21,588.00 based on experience and qualification

POSITION 2

Position Title	Accounts Officer
Supervisor	EIF NIU Coordinator
Contract Duration:	12 months with the possibility of extension for an additional 6 -12 months depending on funding availability

Responsibilities and Duties:

Under the overall guidance and direct supervision of the EIF NIU Coordinator, Accounts Officer will be responsible to ensure fiduciary aspects of the EIF program and projects are implemented as per the EIF fiduciary guidelines and Public Finance Act. The person selected will be responsible to:

- Assist the work of the Responsible Accounting Officer, Head of MED Finance Unit and NIU Coordinator in ensuring timely project financial reporting of all EIF funded projects.
- Prepare financial statements for EIF funded projects on a regular basis for submission to EIF Trust Fund Manager and EIF Executive Secretariat.
- Advise the Focal Point, Responsible Accounting Officer and National Coordinator, any discrepancies or shortfalls in the utilization of fund on a timely basis and report compliance short falls on the part of implementing partner agencies in abiding with any prescribed rules and Regulations relating to Public Finance Act, including government procurement rules and regulations.

- Initiate any corrective measures related to the fiduciary aspects of program and project implementation to ensure compliance with Public Finance Act and Government procurement rules and regulations
- Provide regular financial updates and monitor progress of funds disbursement as per approved work plans
- Assist in the preparation of EIF funded project budgets and work plans
- Take lead in carrying out procurement activities of EIF funded projects in consultation with project stakeholders and MED Admin and Finance Unit
- Maintain updated records of all procurement related documents and financial reports and supporting documents and ensure the filing system is kept appropriately.
- Ensure project related payments are made on a timely basis
- Responsible for carrying out accounting transactions related to EIF program.
- Ensure EIF project audits are carried out in accordance with the guidelines set in the EIF projects.
- Assist implementation of EIF activities
- Assist in coordinating aid mobilization for the trade sector
- Assist in undertaking any other relevant work related to implementation of EIF program
- Assist in performing any other tasks assigned by MED that are relevant within the project scope.

Competencies

- Exerts strict adherence to the organization's rules, regulations and procedures.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Committed and able to shares knowledge and learning experiences with work colleagues
- Actively works towards continuing personal learning, acts on learning plan and applies new acquired skills
- Ability to conduct and lead meetings and good documentation skills.
- Ability to perform a variety of specialized tasks related to project implementation
- Ability to establish and maintain contacts with project and related stakeholders
- Excellent interpersonal skills
- Ability to travel (external and local when needed)
- Ability to work long hours and be a team player
- Demonstrate out of box thinking

Experience/ Qualification Requirements:

- The minimum requirement is a Bachelors Degree in Accounting/Finance or a completed professional qualification (CAT or CPA).
- Knowledge and application of Public Finance Act in previous work engagements.
- 4-5 years experience of working in similar capacity.
- Knowledge of using accounting software
- Experience in implementing similar development projects
- Good command of computers and office software packages (MS Word, Excel etc).
- Fluency in English and Dhivehi language

Remuneration package inclusive of all benefits: MVR 20,046.00 - 21,588.00 based on experience and qualification

Normal Working Hours – 8:00 am - 4:00pm weekdays with 1 hour lunch break. The successful candidate shall be willing to work long hours on a need basis

Work station: Ministry of Economic Development

Application deadline – 30th April 2015 before 2:00pm. Send all applications in a sealed envelope addressed to Human Resource Unit of Ministry of Economic Development with CVs, copy of National ID card, attested copies of certificate and reference letters of any previous jobs. In the envelope, clearly label as “Job Application for EIF Tier 2 Project - Finance Officer/ Project Officer”. For further information or queries write to hr@trade.gov.mv or contact 3333174 during weekdays from 8am-3pm.

Note: Only shortlisted candidates will be contacted for an interview. The shortlisted candidates will be subjected to a face to face interview and written test.