



**MINISTRY OF TOURISM**  
REPUBLIC OF MALDIVES

**TOURISM DIVERSIFICATION AND COMMUNITY BASED  
TOURISM DEVELOPMENT PROJECT**

**Introduction**

Tourism in the Maldives began in 1972 with a mere 280 beds on 2 resort islands. Since then, the industry has grown rapidly transforming in to the major contributor to our Gross Domestic Product (GDP). At present we have 633 tourist accommodation facilities registered with a bed capacity of 50,983; they are in 156 resorts (36,853 beds), 03 Yacht Marina (500 beds), 13 hotels and 316 guest houses including transit facilities (**5,280 beds, in 8 atolls, 24 islands**) and 136 safari vessels (2,490) beds. Sustainable tourism development has been the key to the Maldives success as a tourist destination. Today, tourism accounts for 27 percent of GDP, about 51.5 percent of foreign currency earnings, and for more than 22,000 jobs.

**Project Duration:** 2 years

**Objective**

The Tourism diversification and Localization Project is to be formulated by Ministry of Tourism with the intention to provide better technical input in realization of tourism diversification and localization policies of the government; namely Strategic Action plan 2019 - 2023 (SAP) as well as the National Resilient Recovery Plan 2020 - 2022 (NRR). This project will define strategies and activities as a direction to further develop tourism sector of the Maldives based on sustainable tourism principles and practices.

## Terms of Reference (TOR) for Individual Contractor

<b>Scope of work:</b> The Project Officer - Planning will head and oversee the project team and provide technical support by providing guidance in identifying, assessing, and formulating tourism diversification projects and growth strategies in an infrastructural context.	
<b>Designation:</b>	<b>PROJECT OFFICER - PLANNING</b>
<b>Duration:</b>	2 Year
<b>Working Hours:</b>	8:00 to 14:00
<b>Place of Work:</b>	Ministry of Tourism
<b>Salary Per month:</b>	MVR 20,000/-
<b>Responsibilities:</b> <ul style="list-style-type: none"><li>• Supporting planning of tourism development including integrated &amp; other tourism related real-estate projects.</li><li>• Concept designing &amp; Design Evaluation of development projects.</li><li>• Prepare conceptual drawings of tourism related projects including boundary demarcation.</li><li>• Coordinate preliminary architectural studies for tourism related structures and alterations to existing structures and development concepts.</li><li>• Coordinate preliminary architectural studies for tourism related structures and alterations to existing structures and development concepts.</li><li>• All other relevant tasks assigned by Ministry.</li><li>• All other relevant tasks assigned by Ministry.</li></ul>	
<b>Required qualifications:</b> <ul style="list-style-type: none"><li>▪ Master's Degree or equivalent qualification in a relevant field (Certificates must be accredited by Maldives Qualification Authority/ Course completion must be submitted with Qualification Assessment Report).</li><li>▪ 3 years of work experience in a relevant field</li><li>▪ Require frequent travel to resorts.</li></ul> <p style="text-align: center;"><b>OR</b></p>	

- Bachelor's Degree or equivalent qualification in a relevant field (Certificates must be accredited by Maldives Qualification Authority/ Course completion must be submitted with Qualification Assessment Report).
- 5 years of work experience in a relevant field
- Require frequent travel to resorts.

**Application closing time:**

**Documents should be submitted with the cover letter:**

- Interested candidates please send Application form with accredited copies of your qualification, Experience certificate, copy of ID card and CV to the [jobs@tourism.gov.mv](mailto:jobs@tourism.gov.mv)
1. For more information, please contact 3022298

## Terms of Reference (TOR) for Individual Contractor

<b>Introduction:</b> The objective is to ensure proper documentation and assist with project management duties, oversee and performing administrative functions concerned with the project.	
<b>Designation:</b>	<b>Administrative Officer</b>
<b>Duration:</b>	2 Year
<b>Working Hours:</b>	8:00 to 14:00
<b>Place of Work:</b>	Ministry of Tourism
<b>Salary Per month:</b>	MVR 12,000/-
<b>Responsibilities:</b> <ul style="list-style-type: none"><li>• Assist project consultants in all administration functions and processes.</li><li>• Monitor all moving parts of the project keeping them synchronized and moving forward.</li><li>• Prepare, organize, and distribute all necessary project materials.</li><li>• Organize and implement formulated policies and procedures.</li><li>• Schedule, attend all project meetings and take meeting minutes.</li><li>• Order office supplies as needed.</li><li>• Track project expenses.</li><li>• Prepare requested documents for team members.</li><li>• Maintain and update budgets as project progresses.</li><li>• All other relevant tasks assigned by Ministry.</li></ul>	
<b>Required qualifications:</b> <ul style="list-style-type: none"><li>• Passed in GCE O' level 3 subjects and in SSC "Dhivehi with grade C" or above.</li><li>• Minimum of 1 year of experience in relevant career field.</li><li>• Require frequent travel to resorts.</li></ul>	
<b>Application closing time:</b>	
<b>Documents should be submitted with the cover letter:</b> <ul style="list-style-type: none"><li>• Interested candidates please send Application form with accredited copies of your qualification, Experience certificate, copy of ID card and CV to the <a href="mailto:jobs@tourism.gov.mv">jobs@tourism.gov.mv</a></li></ul>	
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## Evaluation Criteria

<b>Category</b>	<b>Total marks/Percentage</b>
1) Qualification	30 (As per the Academic Disciplines)
2) Similar experience	20 (As per the carrier fields)
3) Interview	30
4) Practical Exam	20