Terms of Reference

Hiring project coordinator

Title of Project: Improving the food import-export control system of Maldives

Duration: 4 months

Objectives and Responsibilities

- Overall management of all project activities and coordination of the project partners and other relevant stakeholders

- Evaluating overall project performance and proposing corrective action whenever required

- Working in close cooperation with the Bank, the CCO (COMCEC coordination office) and the Project Owner during the implementation of the Project and conducting his/her project related tasks efficiently and in a timely manner

- Supporting the Responsible Authority, the Contact Person and Trainer(s) (if available) in all project related works

- Providing relevant information and documents to the Project Owner, the Bank and the CCO

- Drafting Detailed Work Plan, progress reports along with supplementary documents, Activity Reports, Project Completion Report and conveying them to the Responsible Authority to be submitted to the CCO and the Bank

- Preparing his/her own timesheets in every month and conveying them to the Responsible Authority to be submitted to the CCO and the Bank

- Checking and sending training materials that are prepared by Trainer(s) to the Responsible Authority to be submitted to the CCO and the Bank

- Extending official invitations to the participants from the partner countries to the relevant project activities (training, workshop, etc.)

- Attending COMCEC events and other relevant international meetings (where necessary) to present project activities and outcomes

- Attending project related meetings, drafting and disseminating minutes of meetings

- Performing necessary office management tasks including filing

- Complying with the health and safety law, regulations, ordinance in order to create a safe working environment

- Following the rules and procedures stated in the Project Preparation and Submission Guidelines, Project Implementation Guidelines, Visibility Manual and the Contract

Expected Outcomes

- The food import-export control system of Maldives will be improved, which will in turn improve food safety, reduce technical barriers to trade and facilitate fair trade
- Project will be completed in a timely manner while maintaining quality.

Qualification of the coordinator required

- Master's degree in related field such as Food Science, Food Technology, or Agriculture

- Minimum 5 years of experience in scientific research, food safety and/or project management

- Fluency in oral and written English

- Strong communication, administrative and organization skills

- Fully computer literate

Other preferences

- Previous experience in coordinating international projects.

- Experience in food security, food safety, and/or food import-export

- Able to work full-time for 4 months (22 days/month).

  Fees: US $100/day