



Ministry of National Planning, Housing and Infrastructure
Republic of Maldives

TERMS OF REFERENCE FOR ENGINEER

A. OBJECTIVE AND PURPOSE OF THIS ASSIGNMENT

The Ministry of National Planning, Housing and Infrastructure is seeking to hire Engineers to assist its infrastructure technical team in development and implementation of infrastructure development projects.

B. OVERALL RESPONSIBILITY

The overall responsibilities of the Engineer include, but are not limited to the following:

1. Provide assistance to the project teams in all technical aspects of the projects.
2. Carryout inspection trips to project sites to monitor the civil works and ensure compliance with general requirements of engineering standards/practices including the environmental issues as applicable to the project.
3. Carryout Engineers' or Project Managers' duties on administration of contracts as per agreements signed between the Ministry and Contractors.

C. SCOPE OF WORKS

The work of the Engineer will include the following tasks, among others:

1. Visit project sites and inspect the civil works of the projects and give site specific instructions where necessary;
2. Prepare concept level designs, bill of quantities, employer's requirements and technical specifications for the projects;
3. Assist in tendering process, including in procurement, evaluation and contract negotiation stage;
4. Prepare reports such as annual work plan, annual project review reports, project progress reports, bi-annual reports, quarterly reports etc. and other documentation requested by MNPHI for review and/or for presentation;

5. In Contract Administration, participate in construction oversight activities during civil works, and maintain regular meetings, maintaining logs and records of the progress, issue of change notices and approval of payments;
6. Review the operation and maintenance manuals submitted by the contractors; and provide guidance where necessary in establishing operation and maintenance procedures in consultation with project stakeholders;
7. Participate in monitoring and evaluation for the contracts issued for projects managed by MNPHI;
8. Undertake other technical tasks as and when required by the MNPHI.

This position is based at the offices of the MNPHI in Male' but extensive travel to islands including stationing in project sites will be required.

D. QUALIFICATIONS AND EXPERIENCE

1. Minimum undergraduate degree in Civil Engineering or related field.
2. Experience working in infrastructure projects (responsibilities including design, design review, site supervision and substantial contract management responsibilities) will be an added advantage.
3. Should possess sound knowledge of computer aided design software/applications
4. Should have excellent command over English with proven communication and, presentation and negotiation skills and in, discussing and resolving difficult issues and have ability to work efficiently and effectively with a multidisciplinary team.
5. Should have strong leadership, management and communication skills in presenting, discussing and resolving difficult issues and have ability to work efficiently and effectively with a multidisciplinary team.

The successful individual must be willing to work for extended periods without direct supervision and travel routinely to project islands.

The short-listed candidate will be requested to participate in personal interviews and submit the names and contact details of personal referees who can attest to their ability.

The successful candidate must understand the objectives and delivery mechanisms of the project's portfolio. He/she must be willing to work in a team, be flexible to emerging or changing conditions, and undertake initiative in his/her broad field of actions.

E. REMUNERATIONS AND LEAVE DETAILS

1. Successful candidate will be paid a fixed monthly fee depending on qualification and experience ranging from **MVR15,000 – 34,960**. Whereas 50% of the eligible amount will be paid as Monthly Basic Salary and 50% will be paid as Living allowance.

2. Successful candidate will be entitled to Pension deduction as per Maldives Pension Act from the Monthly Basic Salary (7%).
3. In addition, any fees payable to the individual for duty travel assignments will be paid by the Client.
4. Ramadan allowance shall be compensated at the government prevailing rates. Fixed monthly fee shall be subject to deduction for pension and any other statutory requirement as may be applicable.

Leave entitlement shall be as follows;

Annual Leave: The Engineer may take up to thirty (30) working days leave per calendar year upon the completion of one year of contract.

Sick Leave: The Engineer may take Thirty (30) days of paid sick leave.

(a) The Engineer is allowed to take 30 days sick leave with medical certificate specifying the nature of the illness and recommended duration of sick leave issued by a licensed medical practitioner is to be submitted on the first day back at work.

(b) Notwithstanding the above, Engineer is allowed to take first 15 days' sick leave without medical certificate and can be taken for two consecutive days.

Family Responsibility Leave: The Engineer may take Ten (10) days of paid leave in a year to attend important obligations such as tending family members during illness.

Unpaid Leave: The Engineer will not be paid for leave(s) that exceed the maximum allowed and the Client may terminate the contract if the unpaid leave exceeds more than thirty (30) working days.

F. REPORTING REQUIREMENT

1. Report directly to the Project Manager on all aspects of Project Management throughout the duration of the contract unless otherwise advised by the Client.
2. The Engineer should report to work on week days from 0800 – 1600 hours other than public holidays and provide services to the Client for an average of 40 hours a week. Remuneration for less than 8 hours work per day will be on a pro-rate basis.
3. The Engineer shall ensure that all the required reports for the project are prepared on time, in accordance with the requirements of Client and respective donor agencies.
4. The Engineer is required to report to work in official attire.

G. SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is **12** months from the commencement of the works with potential extension, based on performance and need. The successful candidate is expected to commence the services in February 2021.

H. SUBMISSION

Interested candidates may submit their application including CV, ID Card Copy, Educational Certificates & References, on or before the time provided in the advertisement to the following address:

Human Resource Section,
Ministry of National Planning, Housing and Infrastructure,
Ameenee Magu, Maafannu Male', 20392,
Republic of Maldives.
Email: recruitment.hr@planning.gov.mv