

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



Terms of Reference and Scope of Services

FOR

ADMINISTRATIVE OFFICER

Maldives: Enhancing Employability and Resilience of Youth Project

(MEERY: P163818)

Ministry of Higher Education

Republic of Maldives

1. Background

Several aspects of the Maldives' recent development pattern highlight imbalances between labor demand and supply. Public sector jobs are predominantly in the civil service with the rapid expansion of cadres in the 1990s and 2000s. However, with the increasing standard of living over time, the labor market has become more challenging for Maldivians in general. Increasing educational attainment among the younger generation and expectations have coincided/collided with the rapid growth in low-skill service jobs associated with tourism and construction, leading to a mismatch in skills supply and demand. Despite the high levels of growth and labor market conditions in public investments, tourism, fisheries and non-tradable tourism related activities, important challenges remain for young Maldivians. These relate to (i) the need for greater inclusion and productive employment for youth, especially for those who cannot rely on public sector jobs (because of a sharp reduction of public sector employment) or who are from the most vulnerable segments of the population; and (ii) an increasing reliance on foreign labor in important sectors such as tourism and construction services and limited opportunities for women.

The Government of Maldives (GoM) is preparing to implement the "Maldives: Enhancing Employability and Resilience of Youth" (MEERY) Project. The project is funded by the World Bank. The objective of the project is to improve the relevance of technical and vocational skills and foster entrepreneurship to promote youth employment in priority sectors. The project is being administered by the Ministry of Higher Education (MoHE), with a Project Steering Committee that will be co-chaired by the MoHE and the Ministry of Economic Development.

The Project Development Objective is to improve the relevance of technical and vocational skills and foster entrepreneurship to promote youth employment in priority sectors.

Component 1: Integrating Skills Development with Labor Demand in the Tourism & Construction, and ICT-related Services Sector.

1.1: Labor-market assessment and analysis for demand driven skills identification

1.2: Revision of Skills Development (TVET and Entrepreneurship) Curriculum

1.3: *Face-to-Face Skills Delivery.*

1.4: *Support for Entrepreneurship Development.*

Component 2. Skills Development and eLearning Strategy.

2.1: *Strategy Development, Strengthening and Diversifying skills development programs.*

2.2: *IT infrastructure for skills development and jobs platform.*

2.3: *Career hubs for education-industry linkages.*

Component 3. Project Coordination, Monitoring and Evaluation

2. Objectives

The Administrative Officer will be appointed to assist the PMU in smooth implementation of the project activities. He/she will be responsible to provide administrative support to the office.

3. Scope of Services

The Administrative Officer will carry out, *inter alia*, several tasks, including but not limiting to the followings;

- Establish and maintain an effective paper and/or electronic filing system
- Handle all incoming and outgoing mail, calls, emails, and faxes;
- Maintain attendance and leave records of all employees;
- Interact with different units and agencies involved in project implementation to obtain needed information in a timely manner.
- Maintain a calendar and schedule appointments;
- Monitor and maintain office equipment and inventory supplies, order replacement supplies as needed;
- Organize all meetings logistics including but not limited to selecting meeting venue, ordering refreshments, organizing audio visuals for presentations if necessary, provide sign-in sheet.
- Attend meetings and provide first draft of minutes using a format agreed upon with project coordinator
- Arrange travel and accommodation for project related trips;
- Provide administrative assistance to staff when needed;
- Any other administrative task assigned by the Project Coordinator.

4. Required Qualifications and Experience

- Completed A' level certification.
- At least 02 years of working experience in an office, preferably administrative experience.

5. Other Competencies

- Excellent written and verbal communication skills
- Strong organization skills with a problem-solving attitude
- Willingness to learn and grow and motivated to take on additional tasks

- Self-directed and able to work with limited supervision
- Ability to multi-task in a fast-paced environment
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel);
- Experience scheduling appointments/updating calendars a must
- Ability to maintain confidentiality/discretion as and when needed

6. Institutional Arrangements

The Administrative Officer will report directly to the Project Manager who has overall responsibility for the management of the MEERY Project.

7. Duration of services and terms of payment

- The service is initially for a period of 1 year or any other time frame agreed by both parties. Any renewal will be based on a performance evaluation of the individual selected.
- The Administrative Officer shall report for work on week days on regular working hours (0800hrs to 1400hrs).
- The Administrative Officer shall be paid a monthly remuneration fee of Maldivian Rufiyaa Eight Thousand Five Hundred Twenty Rufiyaa (MVR 8,520/-), Overtime will be paid as per the civil service regulation at the end of each month.