

TERMS OF REFERENCE FOR

Project Coordinator for Enhancing ICT Skills: Empowering Youth Project

Number: (IUL)438-HRU/438/2021/260

BACKGROUND

The Ministry of Environment, Climate Change and Technology (MECCT) of Maldives is looking to engage a Project Coordinator to conduct a training program to lay the foundation stone for youth interested in establishing technology start-ups to drive market solutions with emerging technologies such as FINTEC and online marketing.

MECCT is the lead agency of the Maldives mandated with the development of the ICT field within the country. Our vision is to build a digitally empowered island nation.

The Standing Committee for Economic and Commercial Cooperation of the Organization of the Islamic Cooperation (COMCEC) serves as a central forum to address the common development problems of the Islamic Ummah and provide solutions to them.

MECCT, in partnership with COMCEC, is launching the “Enhancing ICT Skills: Empowering youth” project. The project is aimed at improving human resource capacity by creating a diverse mobile workforce which can deliver online applications, with emerging technologies such as FINTECH and online marketing integrated in them, that meets public demand.

OBJECTIVES

The objective of the hired person is to work as a team under guidance of the Project Responsible Person to deliver the project objectives.

DURATION

03 (Three) Months

KEY TASKS 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 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.

MANDATORY REQUIREMENTS:

- Master's degree in related field
- Fluency in oral and written English

PRACTICAL EXPERIENCE IN RELATED FIELD

- At least 5 years' experience in relevant field.

OPTIONAL REQUIREMENTS THAT WOULD BE AN ADDED ADVANTAGE:

- Strong communication, administrative and organization skills
- Fully computer literate
- Previous experience in coordinating international projects is an added advantage.
- Preferably an OIC member country national

PERSONAL SKILLS AND COMPETENCIES

- Strong commitment and willing to work outside normal working hours when required
- Strong flexibility and willingness to learn
- Strong interpersonal skills.
- Presentation skills.
- Ability to assess and communicate issues clearly.
- Strong problem-solving skills.
- Ability to work independently.
- Ability to undertake both technical and administrative works.

RELEVANT FIELDS: Information Communication Technology / Project Management / Online Trade / e-Marketing / Software Development

REMUNERATION: MVR 1500.00 / working day (inclusive of all benefits)

WORKING HOURS

Full time: 8:00am – 2:00pm (An average of 44 hours per week, time should be adjustable to achieve the objectives)

SELECTION CRITERIA

Project Coordinator will be selected based on the following criteria

Achieved minimum qualification	20
Required work experience as per TOR	30
Proof of experiences and professional certificates in works defined as added advantages	20
Interview	30

CONTENTS OF JOB APPLICATION

The job applications should comprise the following documentation and late submission of any of the documents will not be accepted:

1. Letter requesting for the job,
2. Copy of Identification Card,
3. Copies of academic certificates (Accredited and attested)
4. Copies of professional certificates if any
5. CV (in the CV format attached in **Annex 1**)
6. Copies of reference produced by previous employers

Interested candidates please apply in writing with CV and copies of relevant certificates to:

Human Resource Section

Ministry of Environment, Climate Change and Technology

Green Building, Handhuvaree Hingun, Maafannu

Male', 20392, Republic of Maldives

Phone: + (960) 301 8300

OR email to: hr@environment.gov.mv

Deadline: 26th September 2021 , 12:00PM

ANNEX 1

Curriculum vitae

Proposed role in the project (Coordinator/Trainer/Researcher): *Please specify*

Passport Size Photo

1. Family name:
2. First names:
3. Date of birth:
4. Nationality:
5. Civil status:
6. Education:

Institution (Date from - Date to)	Degree(s) or Diploma(s) obtained:

7. Language skills: Indicate competence on a scale of 1 to 5 (5 - excellent; 1 - basic)

Language	Reading	Speaking	Writing

8. Membership of professional bodies:

9. Other skills (computer etc.):
10. Present position (if available):
11. Key qualifications (please specify in bullets):

12. Specific experience in the region:

Country	Date from - Date to

13. Professional experience:

Date from - Date to	Location	Company & reference person (name & contact details)	Position	Description

14. Publications (if any):

Title	Date	Description