



PROJECT DONOR



European Union

JOB VACANCY

Job Title: Project Officer

No. of positions: 2

Location: Malé, Maldives

Duration of Contract: Initial fixed-term contract of 1 year (with a 3-month probation period)

Remuneration: MVR 18,000

Start Date: Immediate

Job posting date: 19th September 2021

Closing date: 26th September 2021 1500 hrs

1. Organizational Background

The Maldives Fund Management Corporation (MFMC) is a 100% state-owned company, with a mandate of fulfilling national development goals through increased private sector investment and addressing limitations in the local financial system. The company seeks to support sustainable economic transformation via innovative capital market solutions catering to the financing needs of the Maldivian economy, while embracing social and environmental responsibilities.

2. Project overview

The European Union is providing EUR 2 million as grant aid for the project 'EU Support for a Resilient Recovery of SME Tourism Industry in the Maldives'. The overall objective of the project is to enable the Maldives to create a more resilient and diversified economy by enabling tourism sector MSMEs to recover from the COVID-19 crisis. In addition to a EUR 1,400,000 direct transfer component, the project will also provide EUR 600,000 towards technical assistance which will be directed to training programs for beneficiaries aimed at improving business operations, financial management, sustainable waste management and creating access to international markets. Furthermore, the technical assistance component will also support set-up of an OTA system which will act as a strategically important tool that is expected to play a crucial role in retaining value created by the industry and promoting growth of tourism related MSMEs.

3. Position Summary

The 'Project Officer' will assist in implementing the overall framework to monitor all project activities, expenditures, and progress towards achieving project outputs and provide administrative support to the project activities.

4. Key Roles and Responsibilities

The 'Project Officer' will report to the Project Director, and will perform the following duties and responsibilities.

- Provide high quality overall support in implementing project activities.
- Coordinate with stakeholders (Government, NGOs, Private Sector MSMEs etc.) to ensure project activities are carried out smoothly.
- Assist in verifying and evaluating relevant data and providing timely updates on project progress.
- Organize and coordinate stakeholder meetings and training sessions to share required information, and ensure proper documentation such as meeting minutes.
- Keep abreast of developments in project changes and progress to offer technical support in preparing technical and administrative documents required for implementation of project activities.
- Support the team in project monitoring and evaluation requirements, including preparation of progress reports to donors in a timely fashion.
- Assist in coordinating all public awareness campaigns under the project including press releases, social media campaigns and other media outreach efforts.
- Any other related tasks as assigned by Project Director.

5. Education

- Bachelor's Degree in economics, business administration, public administration, financial management or related field.

6. Preferred Competencies and Experience:

- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and advanced knowledge of spreadsheet and database packages, demonstrating good understanding of handling web-based management systems
- Fluency in both oral and written English and Dhivehi.
- Strong communication and interpersonal skills and teamwork abilities.

- Detail-oriented and well-organized, with ability to exercise sound judgement.
- Ability to meet strict deadlines and work long hours if required.
- Relevant working experience in project management, and/or implementation of development projects or related work for a donor organization or NGO
- Proven track record in a field such as community development or public administration.

7. How to Apply

Please email the application cover letter, together with (CV/resume, copy of academic Certificates, copy of National ID card, reference letters from current/previous employees to info@mfmc.mv before 26th September 2021, 15:00 hours. Only short-listed candidates will be contacted for an interview.