



National Centre for Information Technology

64, Kalaafaanu Hin'gun, Male', Republic of Maldives

Date: 10th October 2021

Announcement Reference no: (IUL)164-HR/1/2021/58

Project	Digital Development Project
Position	Project Coordinator
Initiative	Government Productivity
Vacancy	2
Type of Contract	Individual
Duration	24 Months

Terms of Reference

A. BACKGROUND

The Ministry of Environment, Climate Change and Technology (Ministry) through the National Centre for Information Technology (NCIT) is implementing the Digital Development Action Plan from the National Resilience and Recovery (NRR) Plan of the Government. The Project will be managed by the Project Management Unit (PMU) setup within NCIT in accordance with NRR and the Digital Development Action Plan developed by the Ministry.

The aim of the Project is to deliver on the digital development pledges of the Government, establishing the foundational components to drive the development of digital government, digital economy, and digital society. The Project will prioritize the establishment of a government technology stack and open data platform, enhancing government productivity, enable work from home and hybrid workplaces, enhancing the regulatory framework for digital development, and digital transformation of health and national care systems.

The Government Productivity Initiative aims to increase the productivity of individual staff, teams and increase efficiency and effectiveness of internal administration of Government agencies by modernizing the Government eLetter Management System (GEMS), enhancing the eAdmin system, developing a central Case Management System and facilitating the productive use of Microsoft Office 365 at the Government agencies.



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B. OBJECTIVES OF ASSIGNMENT

The Ministry intends to hire a Project Coordinator. The Project Coordinator will work for the PMU, which has been established for the implementation of the Project. The Project Coordinator will develop detailed work plans for the development of the Government Productivity platform including but not limited to GEMS, eAdmin system and to increase the productive use of Microsoft 365 across the agencies to support the delivery of Digital Development Action Plan. Particularly the design, development, and maintenance of GEMS and central Case Management System. The Project Coordinator will be responsible for coordination of the design, implementation, and overall management of the development of the Digital Identity Platform. S/he will be supported by Technical Specialists for the Initiative.

C. OVERALL RESPONSIBILITY

The overall responsibilities of the Project Coordinator include, but is not limited to the following:

1. Operational management of the Digital Identity Initiative in accordance with the NRR and the Digital Development Action Plan by the Ministry to produce the envisaged outputs and outcomes.
2. Ensure all implementation arrangements of the Digital Identity Initiative activities are carried out smoothly, in collaboration with the Project Director and stakeholder agencies.
3. Identification and resolution of implementation problems, with guidance from the Project Director and the Ministry leadership.
4. Planning, management, and reporting on the progress of implementation of the Digital Identity Initiative in accordance with the Digital Development Action Plan by the Ministry. Liaise with all partners during the implementation including PMU Staff and Contractors, Minister, Permanent Secretary, and Delegated Officials of the Ministry on all aspects of the implementation throughout the duration of the Initiative.
5. Establish a monitoring, evaluation and knowledge management system for the Initiative and ensure that all progress reports are submitted to the Ministry on time.
6. Oversee management of the Project Specialist staff and their activities and oversight of all staff outputs.



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D. SCOPE OF SERVICES

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

1. Assume operational management of the Digital Identity Initiative in the Ministry's Digital Development Action Plan.
2. The Project Coordinator shall develop and implement an action plan for the delivery of outputs and outcomes of the Digital Identity Initiative in line with the Ministry's Digital Development Action Plan while ensuring Software Engineers carry out the tasks outlined in their respective TORs.
3. Liaise with Project Director, Management, stakeholders, and Project Coordinators of the Initiatives to ensure the timely implementation of the Project Activities and relevant stakeholder activities and supervision activities according to the Project document and as per approved by the Ministry.
4. Ensure that the Initiative is developed and implemented in line with the NRR, Ministry's Digital Development Action Plan and other policies of the Government.
5. Liaise with stakeholders to ensure the timely generation of (i) terms of reference for technical specialists, consultancy, and non-consultancy service providers, and (ii) specifications of the goods and the equipment that are needed for the Initiative.
6. Lead and or participate in document reviews, evaluations, and other relevant committees that maybe formed under the Project or for the Initiative, as required.
7. Ensure coordination within the Digital Identity Initiative team for reviews of the Project implementation by the Ministry, President's Office, or other relevant Government agencies.
8. Ensure all relevant information, documents, and reports are made available for review during review meetings by the Ministry, President's Office, or other Government agencies.
9. Report to the Project Director, Ministry, and other partner agencies in accordance with the procedures in place for reporting of Project implementation progress.
10. Provide overall policy and technical direction to facilitate the implementation, management, and monitoring of environmental and social safeguards of the Digital Identity Initiative.
11. Review and comment on audit reports and take necessary actions to address the audit issues raised.



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E. QUALIFICATIONS AND EXPERIENCE

1. First Degree/ Professional Certificate in Project Management/Computer Science, Business Computing or Business IT or related field, with professional work experience of 10 years or more;

OR

- Master's Degree and above in Project Management /Computer Science, Business Computing or Business IT or related field, with professional work experience of 5 years or more;
2. Demonstrates good oral and written communication skills in substantive and technical areas. A thorough knowledge or demonstrated ability to rapidly acquire knowledge about technical assessments, research processes, procedures for performance monitoring and evaluation.
3. Knowledge and understanding of technical, commercial, and legal aspects of government procurement will be an added advantage.
4. Experience in consulting for public or private sector organizations on digital initiatives will be an additional advantage.
5. Should have strong leadership, management, and proactive interpersonal communication skills in presenting, discussing, and resolving difficult issues, and can work efficiently with a technical team.
6. Excellent writing, editing and analytical skills and fluent in written and spoken English and Dhivehi.
7. Capability to work independently.
8. Must give attention to detail even under pressure.
9. Time management skills with the ability to meet deadlines.
10. A high level of computer literacy is required, including Documentation management and the ability to use project management tools.

F. ADDED ADVANTAGE - ADDITIONAL SKILLS/EXPERTISE

1. Knowledge in software development project management
2. Knowledge and Experience in software product life cycle, management, methodologies.
3. Knowledge of UML and documentation
4. Experience in prototyping, UI and UX design skills.
5. Work experience in implementing or managing government or donor funded projects and other relevant institutions will be an asset.
6. Knowledge of database design



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G. SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is 24 months with the potential extension based on need and performance. The successful candidate is expected to commence the services in October 2021.

This position is based at the PMU Office at the National Centre for Information Technology.

H. REMUNERATION AND OTHER BENEFITS

1. MVR 25,050 – 28,800 per calendar month, based on education and experience, as remuneration for the services provided by the Project Coordinator.
2. Training and travel expenses under the PMU as budgeted under the Project and approved by the Ministry.
3. Participate in the “Maldives Retirement Pension Scheme”
4. Ramadan Allowance
5. Leave in accordance with the rules and regulations of Maldives.

I. REPORTING OBLIGATIONS

The Project Coordinator:

1. Shall report directly to the Project Director on all aspects of Project Management throughout the duration of the contract.
2. Is expected to report to work on weekdays from 0800 – 1400 hours other than public holidays and provide services for an average of 44 hours a week.
3. Shall provide all the necessary report and updates to the Ministry whenever needed.
4. Is required to report to work in official attire.

J. SERVICES AND FACILITIES

Office space and other facilities such as computers will be provided as required.



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K. SELECTION CRITERIA

The project coordinator will be selected based on the following criteria's

Criteria	Points
Educational Qualification (Section E)	10
Work Experience (Section E)	20
Additional Skills/ Expertise (Section F)	30
Interview	40

L. APPLICATION

1. Curriculum Vitae (clearly stating the starting and ending month and year for previous experiences)
2. Copy of the National ID Card
3. Accredited copies of the Academic Certificates (Only documents accredited by Maldives Qualification Authority will be accepted)
4. Certificates/Letter of completion from the university together with a written document from Maldives Qualification Authority stating that the course completed is accredited to a certain level.
5. Employment Verification Letter from previous employer(s), detailing the works carried out, details of technologies and equipment involved in the work and duration of the responsibilities.
6. Candidates must submit additional documents to prove expertise/experience in areas highlighted under section E and section F.

M. SUBMISSION

Interested candidates may email their proposals on or before 1330hrs of 20th October 2021 (Wednesday) to the following address. Note that the time of receipt of the email will be considered as the time of submission.

Human Resource Section

jobs@ncit.gov.mv

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