

Terms of Reference – Projects Executive

Invest Maldives established under the Ministry of Economic Development, is the lead Government agency for promoting foreign investments and for the management of strategic economic development projects. The Projects Executive will work in the Projects Directorate under Invest Maldives.

Key Responsibilities

The Projects Executive will assist the Head of the Projects Directorate in undertaking the following:

1. Manage and coordinate strategic infrastructure projects and PPP projects undertaken by Invest Maldives.
2. Coordinate with all the relevant project stakeholders effectively throughout the project life cycle.
3. Steer the delivery of government targets relating to the preparation, coordination, and management of strategic infrastructure projects and PPP projects.
4. Provide advice on policy analysis, formulation, and implementation of economic infrastructure projects, PPP projects, and investments.
5. Review project documentation submitted by consultants/contractors/investors.
6. Prepare project concept papers, information memoranda, project proposals, implementation/work plans, progress reports, project reports, tender documents, and other documentation related to projects.
7. Create and maintain comprehensive project documentation.
8. Ensure effective risk management to minimize project risks.
9. Advising on procurement strategy and project contracts.
10. Preparation of TORs for infrastructure projects undertaken by Invest Maldives. Define accurate and detailed scope, objectives, and deliverables for the projects.
11. Evaluate claims for additional payments, variation orders, or extension of time by the Contractors/Consultants and make recommendations.
12. Valuing completed works and preparation of payment certificates
13. Periodic review and improvement of internal project formulation and management flow processes.
14. Other relevant tasks assigned by Invest Maldives.

Minimum Qualification and Experience

1. The applicant must hold a Bachelors' Degree in Civil Engineering/Quantity Surveying/Project Management/Architecture or a relevant field
2. Minimum 3 years of experience in project management/coordination related work

Skills and Other Requirements

1. Proficiency in AutoCAD, MS Project, and Microsoft Office package.
2. Experience in project formulation and tendering process.
3. The ability to effectively prioritize and execute tasks in high-pressure environments is crucial.
4. Ability to work on multiple projects and meet tight deadlines.
5. Experience in working both independently and in team-oriented, collaborative environments is essential.

Working hours

0800-1600hrs, weekdays

The selected applicant may be required to work outside of the above working hours occasionally.

Gross Remuneration

MVR 33,000 per month

Recruitment Process

Applicants interested in providing the services are required to submit their CV, certificates, and other relevant information demonstrating his/her qualification and experience in the area. The interview for the shortlisted candidates will be held during the first week of December 2021.

Duration of Employment

24 Calendar Months